Canon

imageRUNNER
C3100 / C3100N

Copying Guide
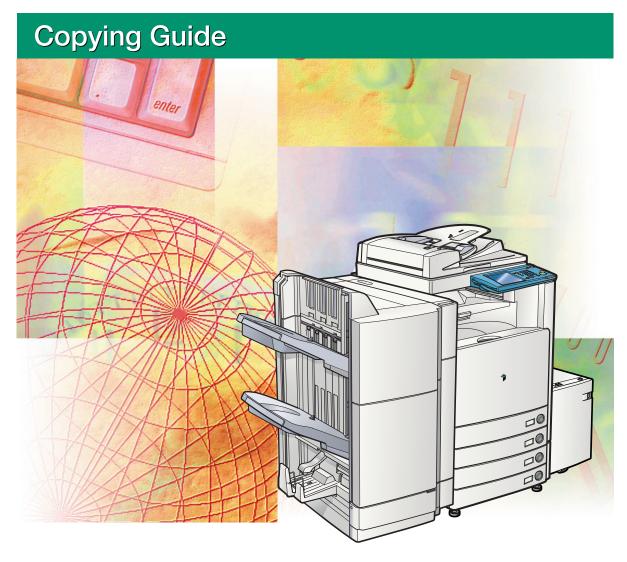
Please read this guide before operating this equipment.
After you finish reading this guide, store it in a safe place for future reference.

ENG

imageRUNNER C3100/C3100N

Copying Guide

Manuals for the Machine

The manuals for this machine are divided as follows. Please refer to them for detailed information.

The manuals supplied with optional equipment are included in the list below. Depending on the system configuration and product purchased, some manuals may not be needed.

Guides with this symbol are printed manuals.

Guides with this symbol are PDF manuals included on the accompanying CD-ROM. (See footnote on the next page.)

- **Basic Operations**
- **Troubleshooting**

Reference Guide

- **Copying Instructions**

Copying Guide (This Document)

- **Mail Box Instructions**

Mail Box Guide

- **Sending and Fax Instructions**

Sending and Facsimile Guide

- **Setting Up the Network Connection and Installing the CD-ROM Software**

Network Quick Start Guide

- **Remote User Interface Instructions**

Remote UI Guide

- **Network Connectivity and Setup Instructions**

Network Guide

- **Color Network ScanGear Installation and Instructions**

Color Network ScanGear User's Guide

- **PS/PCL/UFR Printer Instructions**
  For the imageRUNNER C3100N only.

PS/PCL/UFR Printer Guide

- **UFR Printer Instructions**
  For the imageRUNNER C3100 only.

UFR Printer Guide

- **PCL Printer Driver Installation and Instructions**

PCL Driver Guide

- **PS Printer Driver Installation and Instructions**

PS Driver Guide

- **Mac OS X PS Printer Driver Installation and Instructions**

Mac PS Driver Guide

- **UFR Printer Driver Installation and Instructions**

UFR Driver Guide

- **Fax Driver Installation and Instructions**

Fax Driver Guide

How This Manual Is Organized

Chapter 1   Introduction to Copying

Chapter 2   Basic Copying Features

Chapter 3   Special Copying Features - Document Layout

Chapter 4   Special Copying Features - Image Adjustment

Chapter 5   Special Copying Features - Scan Settings and Notifications

Chapter 6   Special Copying Features - Image Editing

Chapter 7   Special Copying Features - Color and Image Quality Adjustments

Chapter 8   Memory Functions

Chapter 9   Customizing Settings

Chapter 10   Appendix

Includes the color copy samples, combination of functions chart, and index.

Contents

Chapter 2   Basic Copying Features

Chapter 3   Special Copying Features - Document Layout

Chapter 4   Special Copying Features - Image Adjustment

Chapter 5   Special Copying Features - Scan Settings and Notifications

Chapter 6   Special Copying Features - Image Editing

Chapter 7   Special Copying Features - Color and Image Quality Adjustments

Chapter 8   Memory Functions

Chapter 9   Customizing Settings

Chapter 10   Appendix

Preface

Thank you for purchasing the Canon imageRUNNER C3100/C3100N. Please read this manual thoroughly before operating the machine in order to familiarize yourself with its capabilities, and to make the most of its many functions. After reading this manual, store it in a safe place for future reference.

How To Use This Manual

Symbols Used in This Manual

The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.

⚠ **WARNING**   Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. In order to use the machine safely, always pay attention to these warnings.

⚠ **CAUTION**   Indicates a caution concerning operations that may lead to injury to persons, or damage to property if not performed correctly. In order to use the machine safely, always pay attention to these cautions.

✋ IMPORTANT   Indicates operational requirements and restrictions. Be sure to read these items carefully in order to operate the machine correctly, and to avoid damage to the machine.

✏ NOTE   Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

Keys Used in This Manual

The following symbols and key names are a few examples of how keys to be pressed are expressed in this manual:

- Touch Panel Display Keys: [Key Name]

    Examples: [Cancel]
                              [Done]

- Control Panel Keys: \<Key icon\> + (Key Name)

    Examples: ⊙ (Start)
                              ⬙ (Stop)
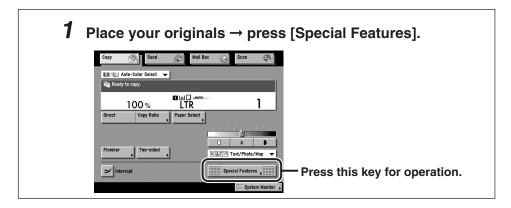
Displays Used in This Manual

Screen shots of the touch panel display used in this manual are those taken when the imageRUNNER C3100 has the following optional equipment attached to it: the Feeder (DADF-L1), Color Universal Send Kit, Super G3 FAX Board, Resolution Switching Board, Finisher-P1, and Cassette Feeding Unit-Y1.

Note that functions that cannot be used depending on the model or options, are not displayed on the touch panel display.
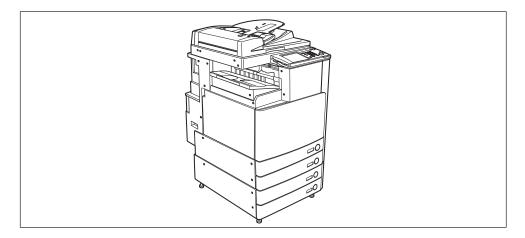
The keys which you should press are marked with a ⬭, as shown below.

When multiple keys can be pressed on the touch panel display, all keys are marked. Select the keys which suit your needs.

1 **Place your originals → press [Special Features].**

Press this key for operation.

Illustrations Used in This Manual

Illustrations used in this manual are those displayed when the imageRUNNER C3100 has the following optional equipment attached to it: the Feeder (DADF-L1), Finisher-P1, and Cassette Feeding Unit-Y1.

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Disclaimers

All About Color

This section explains the basics of the three primary colors, the three color attributes, and the technique of color printing.

The Primary Colors

Additive Primary Colors   Subtractive Primary Colors

Additive and Subtractive Primary Colors

There are three additive primary colors and three subtractive primary colors. The additive primary colors consist of red, green, and blue, which are spectrum colors. An equal combination of all three colors results in a clear color (white light). As indicated in this example, combining all three additive primary colors in different proportions to make different colors is defined as the method of additive color synthesis. Color CRT monitors use the three additive primary colors to express various colors using this method.
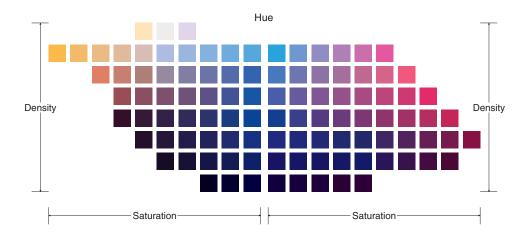
The subtractive primary colors consist of cyan (C), magenta (M), and yellow (Y), which are used in paints, dyes, and color toner inks. The combination of all three subtractive primary colors to demonstrate variations in the reflection and absorption of light is defined as the method of subtractive color synthesis. Equal combination of all three subtractive primary colors results in no reflection of light, commonly known as black (K). Materials processed by color printing, such as posters and pamphlets, express a variety of colors using this method.

Full Color Images

Full color images are generally reproduced using black (K) and the three subtractive colors. All colors can be theoretically made by mixing the three subtractive colors in different proportions. However, areas of images expressed in black are actually reproduced in brown by using this method.

The imageRUNNER C3100/C3100N reproduces full color images in four colors, including black. The machine also enables you to adjust the balance of each color that is reproduced, or make copies of originals in one specific (monochrome) color (Single Color mode).

The Three Attributes of Color

Hue, Density, and Saturation

The three attributes of color are hue, density, and saturation. Hue describes the different distinguishable colors, such as red, blue, or yellow. Color variations can be created by adjusting the hue.

The density of a color is a measure of how "bright" a color is. It describes the brightness and darkness of colors. A higher color density area is closer to white, whereas a lower color density area is closer to black.
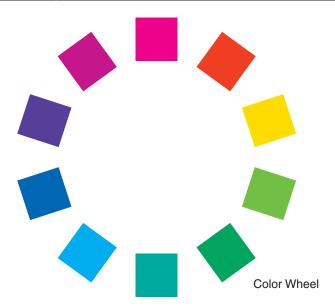
The saturation of a color is a measure of how "pure" a color is. It adjusts the vividness of colors by varying the relative strengths of white. Unsaturated colors appear as washed out or dull, whereas saturated colors are bold and vibrant. The colors of the spectrum are of optimal fullness and purity. Color adjustments are thus made based on these colors.

The density and saturation of colors are interrelated. When mixing colors with white, for example, the density becomes higher, but due to the subdued tone of the resulting color, the saturation is lower. This relationship is summarized as the "color tone" and the colors are described as "vivid" or "tranquil."

Color Balance Adjustment

The imageRUNNER C3100/C3100N enables you to adjust the color balance easily by using the keys on the touch panel display. Cyan, magenta, yellow, and black can be adjusted independently by using the Color Balance mode. In addition, the One Touch Color mode enables you to adjust the copy's image quality (e.g., more vivid or tranquil) with one touch of a key.

The Complementary Colors

Color Wheel

Full and Complementary Colors

Full Colors are described as the colors of the spectrum with the highest clarity and purity. The combination of two full additive colors results in a very bright color. These colors are called complementary colors as they complement each other to produce a very bright color, like the color of light in the daytime.

Rapidly rotating two full subtractive colors on a disc combines the colors and makes them appear as gray. These colors are called physical complementary colors.

The observation of a full subtractive color in the visual field followed by a rapid shift to a white area results in the illusion of an entirely different color for a short period of time. These colors are called psychological complementary colors.
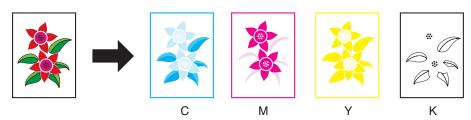
Full colors are arranged on the color wheel such that opposing colors are either physically or psychologically complementary.

Surprising Effects
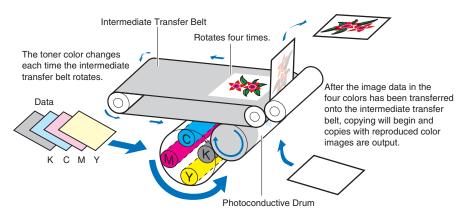
The imageRUNNER C3100/C3100N uses complementary colors in the Nega/Posi mode. When an image consisting of three additive primary colors is scanned into the machine, it automatically replaces these additive primary colors with their respective complementary colors before printing a four color image consisting of the subtractive primary colors (C, M, and Y) and black (K).

The Technique of Color Printing

Color copying reproduces original images in tiny dots of C (cyan), M (magenta), Y (yellow), and K (black). Therefore, the colors of the original image are separated into these four colors during copying.

| C | M | Y | K |

All image data are scanned into the machine as the four colors to match the colors of the original image, and are developed onto the photoconductive drum by rotating each of the four color toners in sequence for transfer onto the intermediate transfer belt for further image reproduction processing.

Intermediate Transfer Belt

Rotates four times.

The toner color changes each time the intermediate transfer belt rotates.

Data

After the image data in the four colors has been transferred onto the intermediate transfer belt, copying will begin and copies with reproduced color images are output.

K C M Y

Photoconductive Drum

The printed paper goes through a fixing unit, and is output into a tray.

Preserving Color Copies

■ **Fading Due to Exposure to Light**
As with all printed material and photographs, this is not a problem if the copies are stored under normal conditions. Color copies exposed for two years to the fluorescent lighting used in general offices will hardly fade, depending on the storage conditions. Color copies should be stored in binders or in locations that are not exposed to light if they are to be kept for a long period of time.

■ **Use of Clear Covers**
Do not use PVC type transparent covers. If copies are stored in such covers, toner on the copies softens, causing the copies and covers to adhere to each other.

■ **Use of Adhesives**
Only adhesives that do not dissolve toner should be used for mounting copies; solvents dissolve toner. Be sure to check the ingredients of the adhesive before you use it. Test some adhesives with an unwanted color copy before you use it with a valuable copy.

■ **Inserting Copies Between Printed Pages**
When copies are included in books, the solvents contained in printing ink may cause the toner to soften. The printed pages should, therefore, be thoroughly dried to evaporate any solvents before the copies are inserted.

■ **Folding Copies**
Color copies differ from black-and-white copies in that toners of four colors are used. These toners are deposited on the surface of the paper in a layer considerably thicker than black-and-white copies, and they may peel if the copy is folded or wrinkled. Copies should be stored in flat transparent covers, in binders, or carefully rolled.

■ **Effect of High Temperatures**
If copies are left in high-temperature areas (near heaters, stoves, etc.), the toner will melt, and the colors will mix.

Introduction to Copying

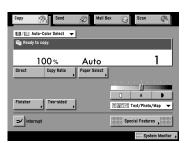This chapter is an introduction to the Copy function.

Overview of the imageRUNNER C3100/C3100N

Most operations of this machine are done from the touch panel display. To use the Copy function, press the appropriate keys in accordance with the messages displayed on the touch panel display.

Various Copying Features

Copy Basic Features Screen
The screen on the left, which appears when [Copy] is selected, is called the Copy Basic Features screen.

| ■/□ Auto-Color Select ▼ | → **See p. 2-86** |

Press to select the color mode for copying. (See "Changing Color Modes," on p. **2-86**.)

| Paper Select | → **See p. 2-6** |
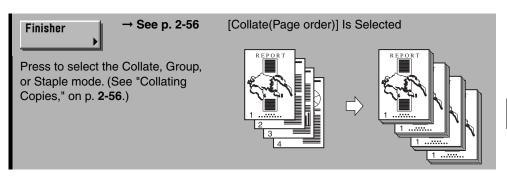
Press to select the paper size/type and the paper source. (See "Paper Selection," on p. **2-6**.)

| Copy Ratio | → **See p. 2-24** |

Press to reduce or enlarge the copy size. (See "Changing the Copy (Zoom) Ratio," on p. **2-24**.)

| Direct | → **See p. 2-24** |
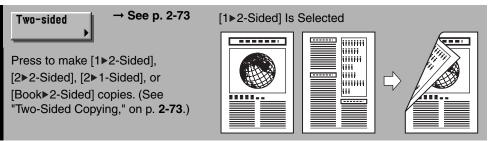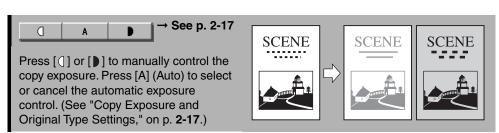
Press to make copies in the same size as your original. (See "Changing the Copy (Zoom) Ratio," on p. **2-24**.)

Finisher ▶ → **See p. 2-56** [Collate(Page order)] Is Selected

Press to select the Collate, Group, or Staple mode. (See "Collating Copies," on p. **2-56**.)

Two-sided ▶ → **See p. 2-73** [1▶2-Sided] Is Selected

Press to make [1▶2-Sided], [2▶2-Sided], [2▶1-Sided], or [Book▶2-Sided] copies. (See "Two-Sided Copying," on p. **2-73**.)

[◖ | A | ◗] → **See p. 2-17**

Press [◖] or [◗] to manually control the copy exposure. Press [A] (Auto) to select or cancel the automatic exposure control. (See "Copy Exposure and Original Type Settings," on p. **2-17**.)

1

Introduction to Copying

📱📄🗺 Text/Photo/Map ▼   **→ See p. 2-19**

Press to make copies according to the type of original ([Text/Photo/Map], [Printed Image], [Photo], or [Text]). (See "Original Type Selection," on p. **2-19**.)

Text/Photo/Map   **Printed Image**

Photo   **Text**

⮌ **Interrupt**   **→ See p. 1-50**

Press to interrupt a copy job to make priority copies. (See "Interrupt Mode," on p. **1-50**.)

▦ Special Features ▸▦   **→ See Chapters 3 through 8**

Press to select a Special Features mode.

▤ System Monitor ▸   **→ See the *Reference Guide***
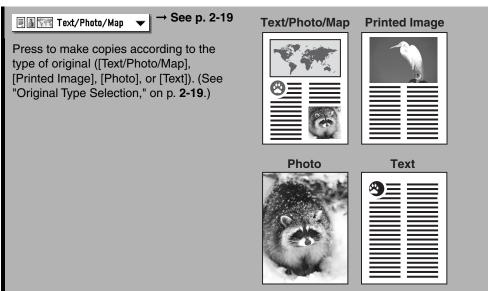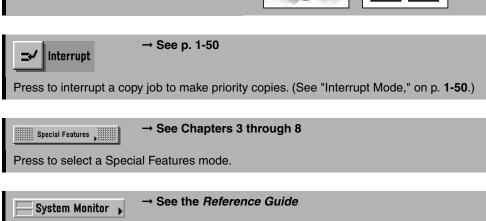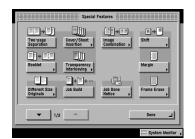
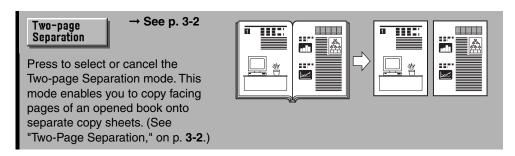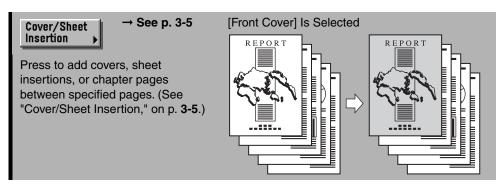Press to check the progress of a copy job, change the order of printing, or cancel printing.
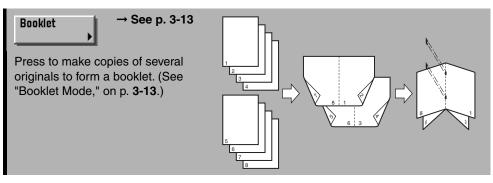
Special Features Screen 1/2

The screen on the left, which appears on the touch panel display when you press [Special Features] on the Copy Basic Features screen, is called the Special Features screen. This screen is divided into two screens. Pressing [▼] or [▲] displays the next or previous screen. All special copy modes are displayed here. In some cases, when a mode is selected, a more detailed screen for the selected mode appears.
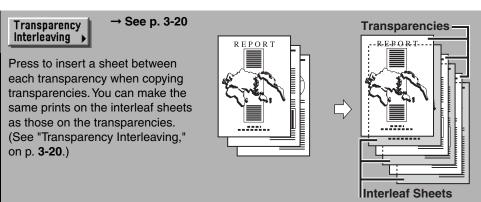
To close the Special Features screen and return to the Copy Basic Features screen, press [Done].

Pressing ⊙ (Help) after selecting a mode displays a help screen containing guidance information. This is useful when you want to learn more about the selected mode.

Two-page Separation   → **See p. 3-2**

Press to select or cancel the Two-page Separation mode. This mode enables you to copy facing pages of an opened book onto separate copy sheets. (See "Two-Page Separation," on p. **3-2**.)

Cover/Sheet Insertion ▶   → **See p. 3-5**   [Front Cover] Is Selected

Press to add covers, sheet insertions, or chapter pages between specified pages. (See "Cover/Sheet Insertion," on p. **3-5**.)

Booklet → **See p. 3-13**

Press to make copies of several originals to form a booklet. (See "Booklet Mode," on p. **3-13**.)

Transparency Interleaving → **See p. 3-20**

Press to insert a sheet between each transparency when copying transparencies. You can make the same prints on the interleaf sheets as those on the transparencies. (See "Transparency Interleaving," on p. **3-20**.)

Transparencies

REPORT

REPORT

Interleaf Sheets

Image Combination → **See p. 3-25**

[2 On 1] Is Selected

Press to automatically reduce two, four, or eight originals to fit onto a one-sided or two-sided copy sheet. (See "Image Combination," on p. **3-25**.)

Shift → **See p. 4-2**

Press to shift the position of the original image on the copy sheet. (See "Shifting the Original Image," on p. **4-2**.)

Margin ▸   → **See p. 4-8**

Press to create margins along the sides of a copy sheet. (See "Margin Mode," on p. **4-8**.)

Frame Erase ▸   → **See p. 4-12**   [Original Frame Erase] Is Selected

Press to eliminate dark border areas and lines that appear around original images or shadows from binding holes. (See "Frame Erase," on p. **4-12**.)

Original Frame Erase Mode Selected

Original Frame Erase Mode Not Selected

Different Size Originals ▸   → **See p. 5-2**   **11" x 17" Original**

Press to make copies feeding different size originals together in one group, by placing them in the feeder. (See "Different Size Originals," on p. **5-2**.)

LTR Original

CITY

Original Feeding Direction ←

Job Build → **See p. 5-5**

Press to select or cancel the Job Build mode. This mode enables you to divide the originals into several parts, scan them, and then print them all together. This is convenient when you cannot place all of the originals that you want to copy at one time. (See "Job Build," on p. **5-5**.)
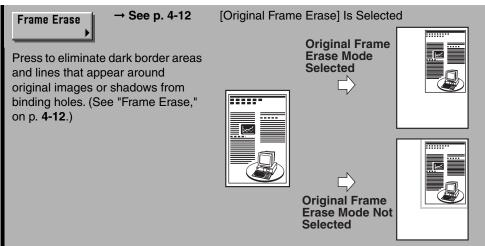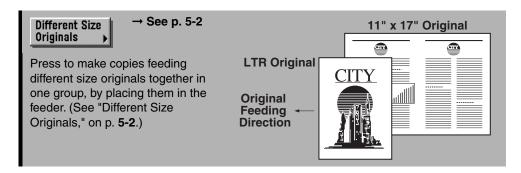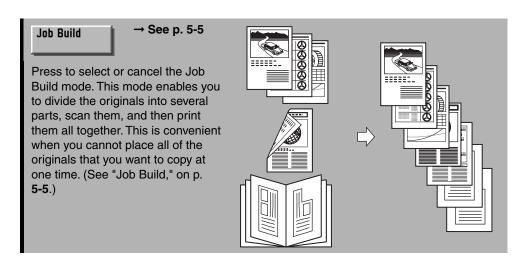

Job Done Notice → **See p. 5-10**

Press to have the machine notify the user through e-mail when the copy job is done. (See "Job Done Notice," on p. **5-10**.)

Special Features Screen 2/2
The screen on the left appears if you press [▼] on the Special Features screen.

Image Creation → **See p. 6-2** [Nega/Posi] Is Selected

Press to manipulate the image in the copy by selecting [Nega/Posi], [Image Repeat], or [Mirror Image]. (See "Using Image Creation Modes," on p. **6-2**.)
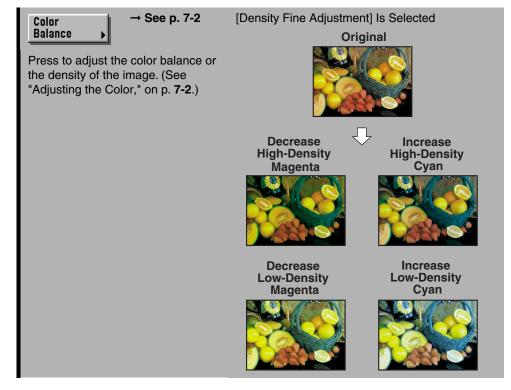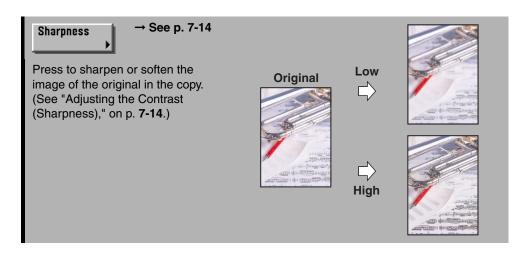
Area Designation ▶

→ **See p. 6-16**

Press to designate areas on the original that you want to copy or to blank out on the copy. (See "Area Designation," on p. **6-16**.)

Original

Designated Area

Framing

Blanking

Color Balance ▶

→ **See p. 7-2**

Press to adjust the color balance or the density of the image. (See "Adjusting the Color," on p. **7-2**.)

[Density Fine Adjustment] Is Selected

Original

Decrease High-Density Magenta

Increase High-Density Cyan

Decrease Low-Density Magenta

Increase Low-Density Cyan

Sharpness ▶ → **See p. 7-14**

Press to sharpen or soften the image of the original in the copy. (See "Adjusting the Contrast (Sharpness)," on p. **7-14**.)

Original **Low**

⇨

⇨

High

One Touch Color ▶ → **See p. 7-17**

[Retro Photo Image] Is Selected

Press to manipulate the image with one touch of a key. This mode enables you to make copies by selecting the desired look or feel, or by changing the tone of the image by selecting [Vivid Colors], [Tranquil Colors], [Lighten Image], [Darken Image], [Highlight Reproduction], or [Retro Photo Image]. (See "One Touch Color Mode," on p. **7-17**.)

⇨

Image Qual. Adjustment ▶ → **See p. 7-20**

[Remove Background] Is Selected

When 'A' (automatic exposure) is selected, press to erase the background color of the original on the copy, or to prevent the image on the reverse side of the original from showing on the copy. (See "Image Quality Adjustment," on p. **7-20**.)

⇨

Single Color ▶ → **See p. 7-26**

Press to copy using the selected color only. (See "Copying in a Single Color," on p. **7-26**.)

Mode Memory ▶ → **See p. 8-4**

Press to store or recall copy modes. (See "Memory Keys," on p. **8-4**.)

Recall ▶ → **See p. 8-2**

Press to recall previously set copy modes. (See "Recalling Previous Copy Jobs," on p. **8-2**.)

Flow of Copy Operations

This section describes the flow of basic copy operations.
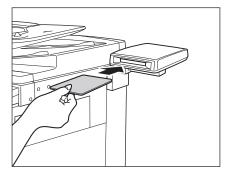
✐ NOTE

Before using the Copy function, it is useful to read the following topics:
- Main power and control panel power (See Chapter 1, "Before You Start Using This Machine," in the *Reference Guide*.)
- Routine maintenance (See Chapter 7, "Routine Maintenance," in the *Reference Guide*.)

1 Press the appropriate keys in accordance with the messages displayed on the touch panel display.

If there are no messages displayed, proceed to step 2.

● **If the message <You must insert a control card.> appears:**

❑ Insert a control card into the optional Card Reader-C1.
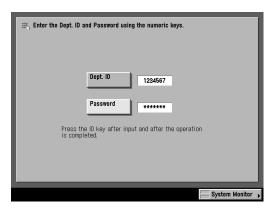
The Basic Features screen is displayed.

✐ NOTE

For instructions on using the optional Card Reader-C1, see Chapter 3, "Optional Equipment," in the *Reference Guide*.

● **If the message <Enter the Dept. ID and Password using the numeric keys.> appears:**

❑ Press [Dept. ID] → enter the Department ID using ⓪ - ⑨ (numeric keys).

❑ Press [Password] → enter the password using ⓪ - ⑨ (numeric keys).
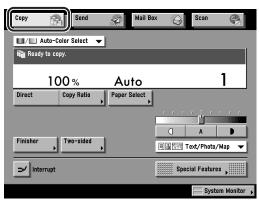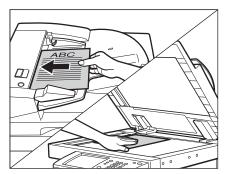
❑ Press ⑩ (ID).

```
 ※ Enter the Dept. ID and Password using the numeric keys.



            Dept. ID       1234567


            Password       *******

        Press the ID key after input and after the operation
        is completed.



                                          System Monitor ▸
```

The Basic Features screen is displayed.

📎 NOTE

For instructions on using Department ID Management, see Chapter 6, "System Manager Settings," in the *Reference Guide*.

2 **Press [Copy].**

```
 Copy    🔳   Send    ✈   Mail Box  ◇   Scan   🔲

  ▪▫/▫ Auto-Color Select  ▾

 🔳 Ready to copy.


       100%        Auto            1

 Direct   Copy Ratio  Paper Select
                  ▸           ▸
                                  ▪ ▪ ▪ ▪ ▮ ▪ ▪ ▪ ▪
                                  ◖    A      ▶
 Finisher  Two-sided
        ▸         ▸       🔳🔳🔳 Text/Photo/Map ▾

 ☑ Interrupt                Special Features ▸

                                    System Monitor ▸
```

The Copy Basic Features Screen
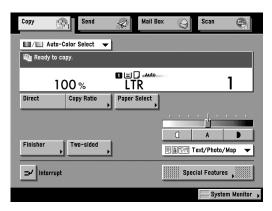
3 Place your originals.

✎ NOTE

- For instructions on placing your originals, see "Placing Originals," on p. 1-21.
- If Auto Collate in Copy Settings (from the Additional Functions screen) is set to 'On', the Collate or the Offset Collate mode is automatically set when you place your originals in the feeder. (See "Auto Collate," on p. 9-6.)

4 Specify the desired copy modes on the Copy Basic Features screen.
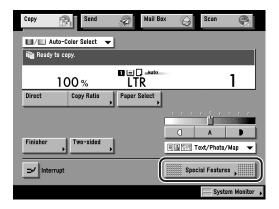
IMPORTANT

- When the Auto-Color Select mode is set and your originals contain color sections, the machine copies them in the Full Color mode. However, the machine may copy the color originals in the Black mode under the following conditions. To avoid this, set the color mode to 'Full Color'. (See "Full Color," on p. 2-87.)
  - If the originals contain few color sections
  - If the color sections are located only on the left side (within 3/8" (10 mm) from the left edge) of the originals when placing the originals in the feeder
  - If the originals contain light color densities
  - If the color sections of the originals are close to black

- When using the platen glass to make copies of a bound original, such as a thick book, in the Auto-Color Select mode, press the book flat against the platen glass, leaving no space. Otherwise, a black-and-white original may be detected as a color original.

NOTE
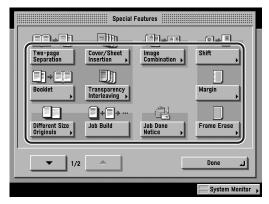
On the Copy Basic Features screen, you can select the color mode, paper size and type, copy exposure, original type, copy ratio, two-sided mode, and the desired Finisher mode.

5 Set the desired copy modes on the Special Features screen.

❑ Press [Special Features].
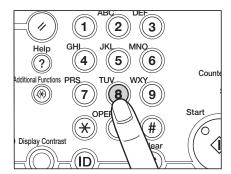
❑ Press the desired mode key to set the mode.

The Special Features screen is divided into two screens. Press [▼] or [▲] to display the desired mode.

For more information on the other available functions on the Special Features screen, see Chapters 3 through 8.
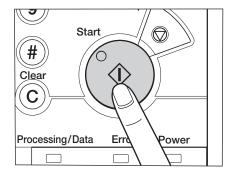
6 Enter the copy quantity.

✐ NOTE
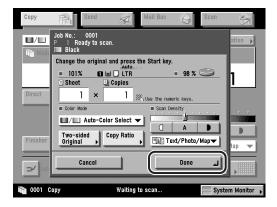
For instructions on setting the number of copies, see "Copy Quantity," on p. 2-3.

7 Press ⊙ (Start).

If the following screen is displayed, follow the instructions on the touch panel display → press ⊙ (Start) once for each original. When scanning is complete, press [Done].

Copying starts.

🖐 IMPORTANT
You cannot change copy mode settings, such as the copy quantity, paper size, and copy ratio, while the machine is copying.
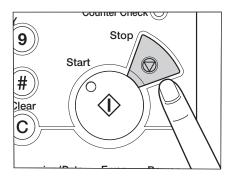
🖉 NOTE
If there is a current job, the machine scans the original, and waits to print it. Printing starts when the current job is complete.

8 **If you want to stop, interrupt, or copy another original during a copy job, follow the instructions below.**

● **If you want to stop a copy job:**

❑ Press ⊘ (Stop).
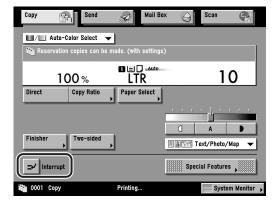
✎ NOTE

- Several copies may be output even after you press ⊘ (Stop).
- You can also cancel a copy job from the System Monitor screen. (See "Canceling a Copy Job," on p. 1-30.)

● **If you want to interrupt a copy job:**
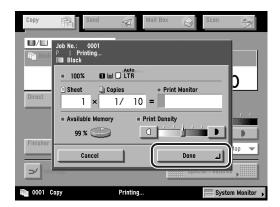
❑ To interrupt a copy job when you need to make priority copies, press [Interrupt].

✎ NOTE

For instructions on interrupting a copy job, see "Interrupt Mode," on p. 1-50.
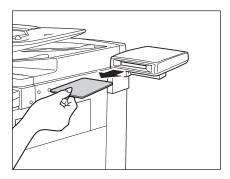
● **If you want to start copying the next original while a previous original is printing:**

❑ Press [Done] → place your originals → press ⊙ (Start).

✎ NOTE

For instructions on reserving a copy job, see "Reserved Copying," on p. 1-35.

9 When copying is complete, remove your originals.

10 If the optional Card Reader-C1 is attached, remove the control card.

✎ NOTE

For instructions on using the optional Card Reader-C1, see Chapter 3, "Optional Equipment," in the *Reference Guide*.

11 If Department ID Management is set, press ⓘ (ID).

✎ NOTE

For instructions on using Department ID Management, see Chapter 6, "System Manager Settings," in the *Reference Guide*.

Introduction to Copying

1

Placing Originals

Place your originals on the platen glass or in the feeder, depending on the size and type of the original, and the copy modes that you want to use.

✐ NOTE

If the original has too many pages to be placed in the feeder all at once, use the Job Build mode on the Special Features screen. (See "Job Build," on p. 5-5.)

■ **Platen Glass**

Place the originals on the platen glass when copying bound originals (such as books and magazines), originals of heavy or lightweight paper, and transparencies.
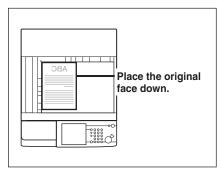
■ **Feeder**
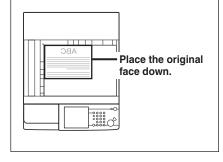
Place the originals in the feeder when you want to copy several originals at the same time, and press ⊙ (Start). The machine automatically feeds the originals to the platen glass and scans them. Two-sided originals can also be automatically turned over and scanned as two-sided documents.

Orientation

You can place an original either vertically or horizontally. Always align the top edge of your original with the back edge of the platen glass (by the arrow in the top left corner), or the back edge of the feeder.

Platen Glass

Place the original face down.

Vertical Placement

Place the original face down.
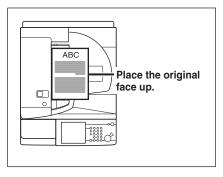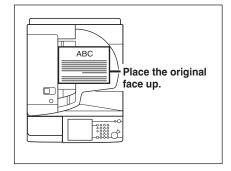
Horizontal Placement

Feeder

ABC

Place the original face up.

Vertical Placement

ABC

Place the original face up.

Horizontal Placement

$\oslash$ NOTE

- If the top edge of the original is not aligned with the back edge of the platen glass (by the arrow in the top left corner), your original may not be scanned correctly, depending on the copy mode that you have set.
- Originals of the following sizes can be placed either vertically or horizontally. However, the scanning speed for horizontally placed originals is somewhat slower than for vertically placed originals. Place originals horizontally when scanning with a Preset Zoom, such as when enlarging an LTR original onto 11" x 17" paper.

   - Platen glass: LTR, STMT
   - Feeder: LTR

- Horizontally placed LTR and STMT originals are referred to as LTRR and STMTR.
- 11" x 17" and LGL originals must be placed horizontally.
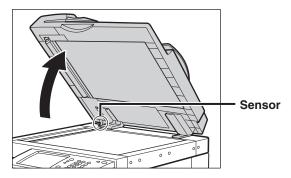
Platen Glass

You should use the platen glass when copying bound originals (such as books and magazines), originals of heavy or lightweight paper, and transparencies. You should also place originals onto the platen glass when you want to copy an
11" x 17" original with an image that extends all the way to the edges without the periphery of the original being cut off. (See "Manual Paper Selection," on p. 2-9, and "Entire Image," on p. 2-35.)

$\oslash$ NOTE

The machine automatically detects the size of the following originals: 11" x 17", LGL, LTR, and LTRR.

---
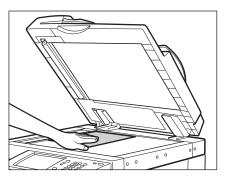
1 Lift the feeder/platen cover.

Sensor
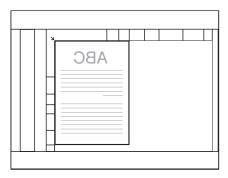
IMPORTANT

> This machine is equipped with an open/close sensor on the feeder/platen cover (see circled area in the above illustration). When placing originals on the platen glass, lift the feeder/platen cover approximately 11 7/8" (300 mm) so that the sensor detaches from the feeder/platen cover. If the sensor does not detach from the feeder/platen cover, the size of the originals may not be detected correctly.

2 Place your originals face down.

> The surface of the original that you want to copy must be placed face down. Align the top edge of your original with the back edge of the platen glass (by the arrow in the top left corner).
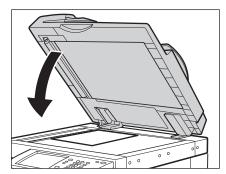
> Place books and other bound originals on the platen glass in the same way.

NOTE

> When you are enlarging an LTR or STMT original onto 11" x 17" or LGL paper, place the original horizontally on the platen glass, and align it with the LTRR or STMTR marks.

3 Gently close the feeder/platen cover.

⚠ CAUTION

- **Close the feeder/platen cover gently to avoid catching your hands, as this may result in personal injury.**
- **Do not press down hard on the feeder/platen cover when using the platen glass to make copies of thick books. Doing so may damage the platen glass and result in personal injury.**
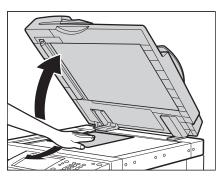
🖑 IMPORTANT
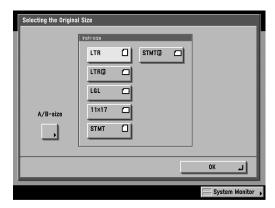
- If you are placing the original on the platen glass, the size of the original is detected after the feeder/platen cover is closed. Be sure to close the feeder/platen cover before copying.
- If the original contains fine text or print, such as a map, the machine may need to read or scan the document several times. Do not remove the original from the platen glass until scanning is complete.
- When using the platen glass to make copies of a bound original, such as a thick book, in the Auto-Color Select mode, press the book flat against the platen glass, leaving no space. Otherwise, a black-and-white original may be detected as a color original.

✐ NOTE

• Remove the original from the platen glass when scanning is complete.

• The size of STMT and STMTR originals cannot be detected. After pressing
  ⊙ (Start), follow the instructions on the screen to specify the original size. You can
  also manually select the paper size.

Feeder (DADF-L1)

You should use the feeder when you want to copy several originals at the same time. Place the originals in the feeder and press ⊙ (Start). The machine automatically feeds the originals to the platen glass and scans them. Two-sided originals can also be automatically turned over and scanned as two-sided documents.
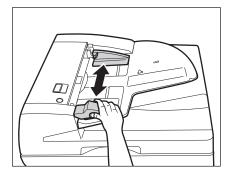
You can place the following originals in the feeder's original supply tray:

- Weight:
  - 13 to 32 lb bond (50 to 128 g/m^2)
- Size:
  - 11" x 17", LGL, LTR, LTRR, or STMT
- Tray Capacity:
  - 50 sheets (20 lb bond (80 g/m^2))

⚫ IMPORTANT
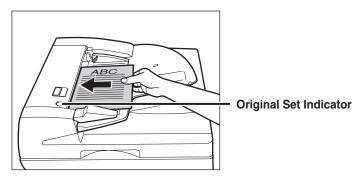
- Do not place the following types of originals in the feeder:
  - Originals with tears or large binding holes
  - Severely curled originals or originals with sharp folds
  - Clipped or stapled originals
  - Carbon backed paper or other originals which might not feed smoothly
  - Transparencies and other highly transparent originals
- If the same original is fed through the feeder repeatedly, the original may fold or become creased, and make feeding impossible. Limit repeated feeding to a maximum of 30 times (this number varies, depending on the type and quality of the original).
- If the feeder rollers are dirty from scanning originals written in pencil, perform the feeder cleaning procedure. (See Chapter 7, "Routine Maintenance," in the *Reference Guide*.)
- Always smooth out any folds in your originals before placing them in the feeder.

1 Adjust the slide guides to fit the size of your originals.
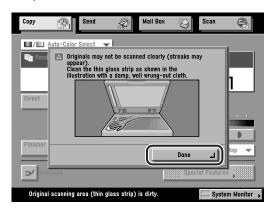
2 **Neatly place your originals with the side to be copied face up in the original supply tray.**

Place your originals as far into the feeder as they will go, until the Original Set indicator is lit.

Original Set Indicator
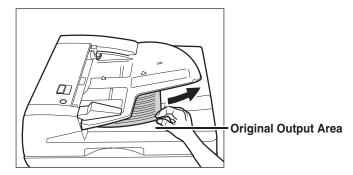
If any dirt on the original scanning area is detected when the originals are placed in the feeder, the following screen appears. Even though streaks may appear on the copies, you can proceed to scan your documents by pressing [Done]. It is recommended, however, that you open the feeder, clean the scanning area, and then close the feeder. The following screen will not appear once the scanning area is clean. For instructions on cleaning the original scanning area, see Chapter 7, "Routine Maintenance," in the *Reference Guide*.

If you still find streaks on the output after the original scanning area has been cleaned, specify the Remove Background mode to erase the streaks. (See "Remove Background," on p. 7-20.)

🖐 IMPORTANT

- Do not add or remove originals while they are being scanned.
- When scanning is complete, remove the originals from the original output area to avoid paper jams.
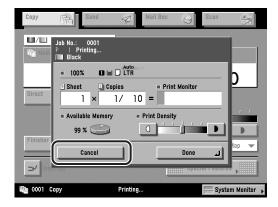
Original Output Area

✎ NOTE

- When you are enlarging an LTR or STMT original onto 11" x 17" or LGL paper, place the original horizontally.
- The scanned originals are output into the original output area in the order they are fed into the feeder.
- You can place different size originals together in the feeder if you set the Different Size Originals mode. (See "Different Size Originals," on p. 5-2.)

Canceling a Copy Job

You can cancel a copy job using the touch panel display, the Stop key, or the System Monitor screen.

Using the Touch Panel Display

1 **Press [Cancel] on the pop-up screen that appears while the machine is scanning, printing, or waiting to print.**

The copy job is canceled.

✎ NOTE
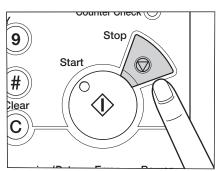
If you cancel a copy job during scanning, be sure to remove the original for that job.

Using the Stop Key
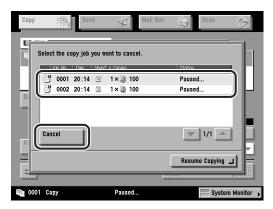
You can cancel a copy job by pressing ⊘ (Stop).

1 Press ⊘ (Stop).

When canceling a job that is being printed, press [Cancel] on the pop-up screen that appears during printing.

2 Select the copy job that you want to cancel → press [Cancel].

You cannot select multiple jobs and cancel them all at once. Select and cancel one job at a time.

The copy job is canceled.
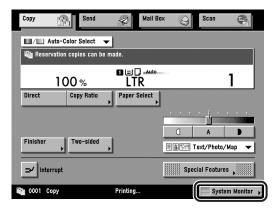
3 Press [Resume Copying].

Copying resumes.
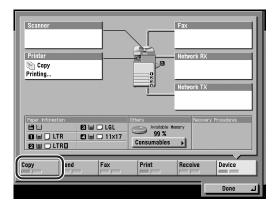
Using the System Monitor Screen

You can cancel a copy job while it is waiting to be processed or during printing.

1 **Press [System Monitor].**

Copy	Send	Mail Box	Scan

■/■ Auto-Color Select ▼

Reservation copies can be made.

100 %   LTR   1

Direct	Copy Ratio	Paper Select

Finisher	Two-sided

Text/Photo/Map ▼

Interrupt   Special Features

0001 Copy   Printing...   System Monitor

2 **Press [Copy].**

Scanner

Fax

Printer
Copy
Printing...

Network RX

Network TX

Paper Information
■□
■ LGL
■□ LTR   ■□ 11x17
■□ LTR

Others
Available Memory
99 %
Consumables

Recovery Procedures

Copy	Send	Fax	Print	Receive	Device

Done

1

Introduction to Copying

3 Press [Status].


```
┌─────────────────────────────────────────┐
│  ┌─────────────┐  ┌─────────────┐        │
│  │   Status    │  │    Log      │        │
│  └─────────────┘  └─────────────┘        │
│  │Job No. │ Time │ Sheet x Copies │ Status │     │
│  📄 0001  12:03  1 × 100    Printing...   ▲  │
│  📄 0002  12:03  1 × 100    Waiting to print..  │
│                                      1/1 ▼  │
│                                          │
│  ┌─────────┐ ┌────────┐                  │
│  │Details ▶│ │ Cancel │                  │
│  └─────────┘ └────────┘                  │
│  Copy  Send  Fax  Print  Receive  Device │
│  0001 Copy        Printing...    Done ◢  │
└─────────────────────────────────────────┘
```

4 Select the copy job that you want to cancel → press [Cancel].


```
┌─────────────────────────────────────────┐
│  ┌─────────────┐  ┌─────────────┐        │
│  │   Status    │  │    Log      │        │
│  └─────────────┘  └─────────────┘        │
│  │Job No. │ Time │ Sheet x Copies │ Status │     │
│  📄 0001  12:03  1 × 100    Printing...   ▲  │
│  📄 0002  12:03  1 × 100    Waiting to print..  │
│                                      1/1 ▼  │
│                                          │
│  ┌─────────┐ ┌────────┐                  │
│  │Details ▶│ │ Cancel │                  │
│  └─────────┘ └────────┘                  │
│  Copy  Send  Fax  Print  Receive  Device │
│  0001 Copy        Printing...    Done ◢  │
└─────────────────────────────────────────┘
```

You cannot select multiple jobs and cancel them all at once. Select and cancel one job at a time.

5 Press [Yes].

If you do not want to cancel the job, press [No].

The copy job is canceled.

✎ NOTE

The canceled job is displayed as <NG> (No Good) on the Log screen.

6 Press [Done].

The display returns to the Copy Basic Features screen.

Reserved Copying

You can set the machine to scan originals even while it is printing or waiting to process a job.

$\oslash$ NOTE

- You can reserve up to five copy jobs, including the current job. Interrupt copy jobs are not included in this count.
- You can set different copy modes and paper sources, including the stack bypass, for each reserved job. (See "Using the Stack Bypass," on p. 1-37.)

Reserving Copy Jobs

Reserved printing can be specified in the following cases:

■ While the Machine Is Waiting

You can specify copy settings or scan originals while the machine is in the waiting state, such as when the power is just turned ON, or after a paper jam is cleared. Copying automatically begins when the machine is ready. The message <Reservation copies can be made.> appears on the machine when it is able to process reserved copying.

$\oslash$ NOTE
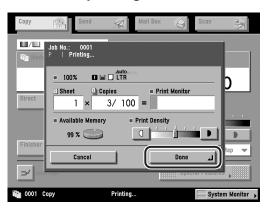
You can specify reserved copying while the machine is in the waiting state in the following cases:

- Between the time that the machine is turned ON and when it is ready to copy
- Between the time that the machine wakes up from the Energy Saver mode and when it is ready to copy
- After a paper jam is cleared
- After a cover on the main unit or an optional unit, such as a finisher, is opened and closed

■ While the Machine Is Printing

You can specify copy settings for a new job while the machine is printing. Copying of the new job automatically begins when the current job is complete.

1 Press [Done] on the pop-up screen that appears while the machine is printing.

If the job displayed on the touch panel display is from a function other than the Copy function, press [Done] → [Copy] to display the Copy Basic Features screen.

This part of the procedure is not necessary if the machine is in the waiting state.

2 Place your originals → set the desired copy modes and paper source.

✎ NOTE
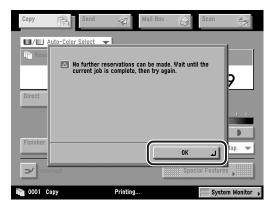
To cancel a previously set copy mode, press ⊘ (Reset).

3 Press ⊙ (Start).

If you specify a reserved copy job while the machine is in the waiting state, copying automatically begins when the machine is ready.

If you specify a reserved copy job while the machine is printing, copying of the new job automatically begins when the current job is complete. If the following screen is displayed, press [OK] → try reserving the job again after the current job is complete.

Scanning starts.

Using the Stack Bypass

You can perform reserved copying from the stack bypass by specifying in advance the paper to be loaded for the next job. However, this is possible only if paper is being fed from the stack bypass for the current job.
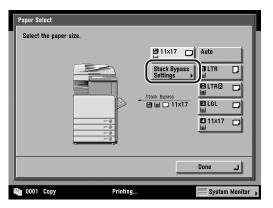
The following example assumes that 11" x 17" plain paper is being fed from the stack bypass for the current job, and that you are selecting LTR plain paper to be fed from the stack bypass for a reserved job.

∅ NOTE

If Stack Bypass Standard Settings in Common Settings (from the Additional Functions screen) is set to 'On', reserved copying can be performed only for the registered paper size and type. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)

1 **Place your originals → set the desired copy modes.**

2 Press [Paper Select] → [Stack Bypass Settings].

Normally, when reserved copying is not being set, the Stack Bypass Settings screen is automatically displayed when paper is loaded into the stack bypass.

3 Select the desired paper size.

✐ NOTE

• If you select [Envelope], [Transparency], [Tracing Paper], or [Labels], make sure that you do not specify any Finisher modes (Collate, Group, or Staple).

• If Stack Bypass Standard Settings in Common Settings (from the Additional Functions screen) is set to 'On', and the paper size/type have been stored, the selected paper size/type are displayed on the screen. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)

● **If you want to select a standard paper size:**

❏ Select the desired paper size → press [Next].

✐ NOTE

To select an A or B series paper size, press [A/B-size].

❑ Select the desired paper type → press [OK].

```
Stack Bypass Settings: Selecting the Paper Type

■ Plain

  Plain    □   Recycled   ▣   Color    ▣

  Pre-punched ▣  Letterhead ▣
                (Plain)

■ Special Paper Types

  Heavy    □   Transparency ▣   Tracing
                               Paper        2nd Side of
                                            2-Sided Page
  Labels   ▣   Letterhead ▣
               (Heavy)

     Cancel         ◄  Back          OK    ↵

  0001  Copy              Printing...          System Monitor ►
```

If you are copying on the back side of a previously printed sheet, press [2nd Side of 2-Sided Page].

The paper size/type currently loaded and the paper size/type reserved to be loaded are displayed, as shown on the screen below.

```
Paper Select

Select the paper size.

                               ▣ LTR  □  Auto
                                                        The Last Paper Size/Type
                               Stack Bypass  ❶ LTR  □   Specified for the Reserved
                               Settings    ►         Copy Job

                                           ❷ LTR▣ □
                       Stack Bypass                     The Paper Size/Type
                       ▣ ▤ □ 11x17       ❸ ...  □       Currently Loaded

                                           ❹ 11x17 □

                                      Done    ↵

  0001  Copy              Printing...          System Monitor ►
```

📛 IMPORTANT

When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.

$\oslash$ NOTE

- [Transparency] can be selected only if [LTR] is selected as the paper size.
- For more information on the paper types, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- If there is more than one reserved job waiting to print, only the last paper size/type specified for the reserved copy job is shown on the Paper Select screen and Copy Basic Features screen.
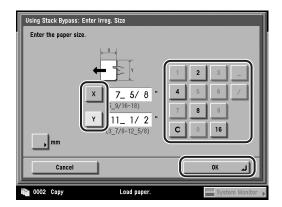
● **If you want to select a nonstandard paper size:**

❑ Press [Irreg. Size].

❑ Enter the size of the paper using the numeric keys on the touch panel display.

❑ Press [X] (horizontal axis) → enter a value.

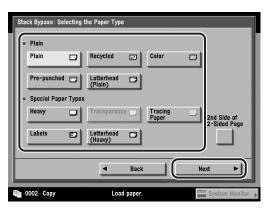❑ Press [Y] (vertical axis) → enter a value.

❑ Press [OK].

The display returns to the paper size selection screen.

$\oslash$ NOTE

- If you make a mistake when entering values, press [C] on the touch panel display
  → enter the correct values.
- To enter values in millimeters, press [mm].
- When entering values in millimeters, you can also use ⓪ - ⑨ (numeric keys), and
  ⓒ (Clear) to clear your entries.
- If you enter a value outside the setting range, a message prompting you to enter an
  appropriate value appears on the screen.
- For instructions on entering values in inches, see Chapter 2, "Basic Operations," in
  the *Reference Guide*.

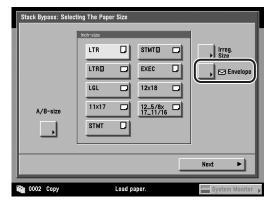❑ Press [Next].

❑ Select the desired paper type → press [OK].

If you are copying on the back side of a previously printed sheet, press [2nd
Side of 2-Sided Page].

The paper size/type currently loaded and the paper size/type reserved to be
loaded are displayed, as shown on the screen below.

**The Last Paper Size/Type
Specified for the Reserved
Copy Job**

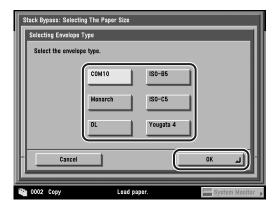**The Paper Size/Type
Currently Loaded**

🖐 IMPORTANT

When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.

✐ NOTE

- For more information on the paper types, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- If there is more than one reserved job waiting to print, only the last paper size/type specified for the reserved copy job is shown on the Paper Select screen and Copy Basic Features screen.

● **If you want to select an envelope size:**

❑ Press [Envelope].
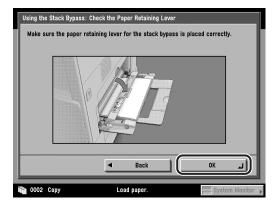

❑ Select the desired envelope type → press [OK].

The display returns to the paper size selection screen.

⚠️ IMPORTANT

If the envelope type is not selected correctly, a paper jam will occur.

❏ Press [OK].

The paper size/type currently loaded and the paper size/type reserved to be loaded are displayed, as shown on the screen below.

The Last Paper Size/Type Specified for the Reserved Copy Job

The Paper Size/Type Currently Loaded
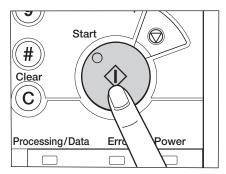
📝 NOTE

If there is more than one reserved job waiting to print, only the last paper size/type specified for the reserved copy job is shown on the Paper Select screen and Copy Basic Features screen.

4 Press [Done].
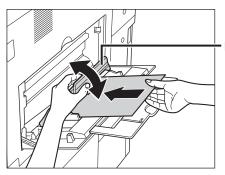
This completes the settings for reserving a copy job using the stack bypass. The subsequent steps show you how to load paper into the stack bypass and complete the scanning and printing process of the reserved job.

5 Press ◎ (Start).

Scanning starts.

6 When it is time for the reserved copy job to be printed, lift the paper retaining lever, load the specified paper into the stack bypass, then lower the paper retaining lever.

Paper Retaining Lever
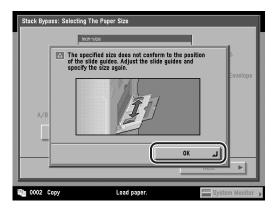
📎 NOTE
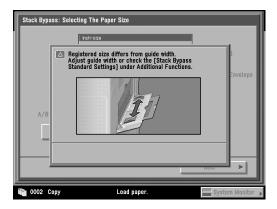
- The specified paper size/type is displayed on the screen when it is time for the reserved copy job to be printed.
- Make sure to load the same paper size and type selected in step 3 into the stack bypass. Printing does not start if paper of a different size or type is loaded.

7 Select the desired paper size.

If the following screen is displayed, press [OK] ➞ adjust the width of the slide guides ➞ specify the desired paper size.

If the following screen is displayed, adjust the width of the slide guides to match the paper size stored in Stack Bypass Standard Settings, or set Stack Bypass Standard Settings to 'Off' in Common Settings (from the Additional Functions screen). (See Chapter 4, "Customizing Settings," in the *Reference Guide.*)
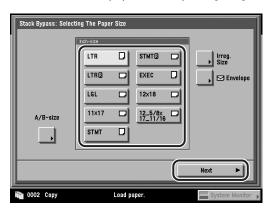
🖐 IMPORTANT

Set the paper size to the same size as the paper loaded in the stack bypass.

● **If you want to select a standard paper size:**

❑ Select the desired paper size → press [Next].

✎ NOTE

To select an A or B series paper size, press [A/B-size].

❑ Select the desired paper type → press [Next].

If you are copying on the back side of a previously printed sheet, press
[2nd Side of 2-Sided Page].

📭 **IMPORTANT**

When printing on special types of paper, such as heavy paper or transparencies,
be sure to correctly set the paper type, especially if you are using heavy paper. If
the type of paper is not set correctly, it could adversely affect the quality of the
image. Moreover, the fixing unit may become dirty and require a service repair, or
the paper could jam.

● **If you want to select a nonstandard paper size:**

❑ Press [Irreg. Size].

❑ Enter the size of the paper using the numeric keys on the touch panel display.

❑ Press [X] (horizontal axis) → enter a value.

❑ Press [Y] (vertical axis) → enter a value.

❑ Press [OK].

The display returns to the paper size selection screen.

✎ NOTE

- If you make a mistake when entering values, press [C] on the touch panel display → enter the correct values.
- To enter values in millimeters, press [mm].
- When entering values in millimeters, you can also use ⓪ - ⑨ (numeric keys), and ⓒ (Clear) to clear your entries.
- If you enter a value outside the setting range, a message prompting you to enter an appropriate value appears on the screen.
- For instructions on entering values in inches, see Chapter 2, "Basic Operations," in the *Reference Guide*.

❑ Press [Next].

❑ Select the desired paper type → press [Next].

If you are copying on the back side of a previously printed sheet, press [2nd Side of 2-Sided Page].

When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.

● **If you want to select an envelope size:**

❑ Press [Envelope].

❑ Select the desired envelope type → press [OK].

The display returns to the paper size selection screen.

If the envelope type is not selected correctly, a paper jam will occur.

❑ Press [Next].

8 Confirm that the paper retaining lever is securely set → press [OK].


```
Using the Stack Bypass: Check the Paper Retaining Lever

Make sure the paper retaining lever for the stack bypass is placed correctly.




            ◄  Back              OK      ◄┘

0002  Copy              Load paper.              System Monitor ►
```

Printing starts.

Interrupt Mode
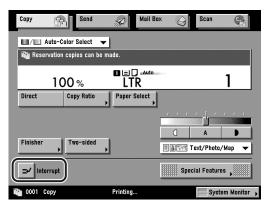
This mode enables you to interrupt the current job or a reserved job to make priority copies. This mode is useful if you need to make a rush copy during a long copy job.

✎ NOTE

You can make interrupt copies whenever the machine is ready to scan.
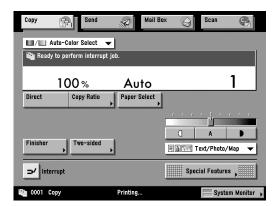
1 Press [Interrupt].

If you want to make copies after changing the Department ID while Department ID Management is enabled, press ⓘ (ID) → enter the Department ID and password using ⓪ - ⑨ (numeric keys). (See Chapter 6, "System Manager Settings," in the *Reference Guide.*)

2 Place your originals → set the desired copy modes.

✐ NOTE
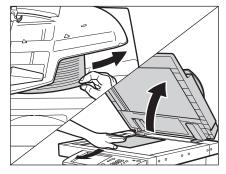
- To cancel the Interrupt mode, press [Interrupt].
- To cancel previously set copy modes, press ◎ (Reset). (The Interrupt mode itself is
  not canceled.)

3 Press ◎ (Start).

When the interrupt copy job starts, [Interrupt] is grayed out.

4 Once the originals are scanned, remove them from the machine.

When the interrupt copy job is complete, the interrupted job resumes.

◯ IMPORTANT

- If you want to continue making interrupt copies, wait until the current interrupt copy job is complete (end of printing). Then, repeat steps 2 to 4.
- If the original contains fine text or print, such as a map, the machine may need to read or scan the document several times. Do not remove the original from the platen glass until scanning is complete.

Sample Set

This mode enables you to check the copy result before making multiple copies.
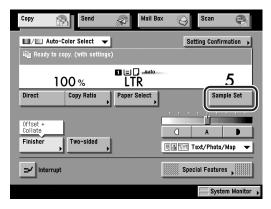
✋ IMPORTANT

[Sample Set] appears only if you set to make multiple copies of your original in the Collate, Offset Collate, Rotate Collate, Staple, Cover/Sheet Insertion, or Booklet mode. [Sample Set] does not appear if the Group mode is set.

✎ NOTE
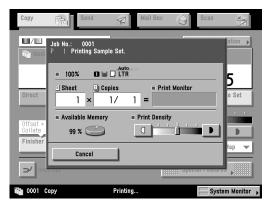
The machine's counter counts the sample print as a print.

1 **Place your originals → set the desired copy modes.**

2 **Press [Sample Set] → ⊚ (Start).**

Copy	Send	Mail Box	Scan

▣▢/▢ Auto-Color Select ▼   Setting Confirmation ▶

🔲 Ready to copy. (with settings)

▣ ▤ ▢ Auto
100 %   **LTR**   5

| Direct | Copy Ratio ▶ | Paper Select ▶ | | Sample Set |

Offset + Collate
| Finisher ▶ | Two-sided ▶ |

◁ A ▷
▤▦ Text/Photo/Map ▼

☑ Interrupt   ▦ Special Features ▶

System Monitor ▶

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⊚ (Start) once for each original. When scanning is complete, press [Done].
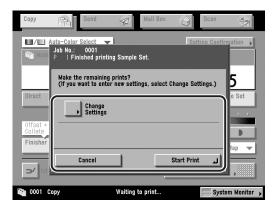
Copying starts and one sample set is output.

NOTE

Although only one sample set is output, the number of copies that you specify for the job does not change.
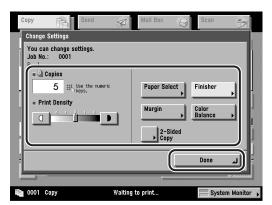
3 Check the sample set → select [Start Print], [Cancel], or [Change Settings].

● **To print the remaining prints:**

❏ Press [Start Print].

● **To cancel copying:**

❏ Press [Cancel].

● **To change the copy settings:**

❑ Press [Change Settings] → change the necessary settings → press [Done].

To enter the number of copies, use ⓪ - ⑨ (numeric keys) and ⓒ (Clear) to clear your entry.

To change the exposure, press [◁] or [▶].
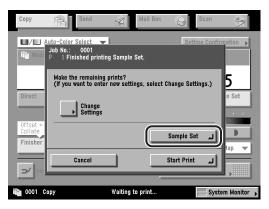
To change the paper size, press [Paper Select]. (See "Paper Selection," on p. 2-6.)

To collate the copies, press [Finisher]. (See "Collating Copies," on p. 2-56.)

To make two-sided copies, press [2-Sided Copy].

To set a margin for binding, press [Margin]. (See "Margin Mode," on p. 4-8.)

To make color balance adjustments, press [Color Balance]. (See "Adjusting the Color," on p. 7-2.)

If you print one sample set and then change the setting, pressing [Sample Set] prints the first set with the new setting.
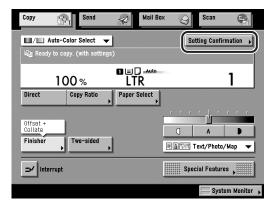
If you want to check the changes that you have made, press [Sample Set] → repeat step 3.

Confirming Settings
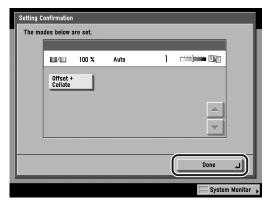
Copy mode settings that you have specified, including those that are set from the Special Features screen, are all grouped together onto one screen so you can easily check them.

1 Press [Setting Confirmation].

The Setting Confirmation screen is displayed, showing the selected copy mode settings.

2 Check the settings → press [Done].

If 10 or more copy modes are set, press [▼] to display the next screen. To return to the previous screen, press [▲].

The display returns to the Copy Basic Features screen.
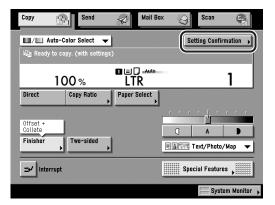
✎ NOTE

A right triangle (▶) on a copy mode setting key indicates that more setting screens are available by pressing the key.

Introduction to Copying

Changing/Canceling Selected Settings
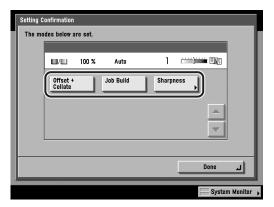
You can use the Setting Confirmation screen to change or cancel selected copy modes.

1 Press [Setting Confirmation].

The Setting Confirmation screen is displayed, showing the selected copy mode settings.

2 Press the key of the copy mode to be changed or canceled.

If 10 or more copy modes are set, press [▼] to display the next screen. To return to the previous screen, press [▲].

The settings screen for the selected copy mode is displayed.
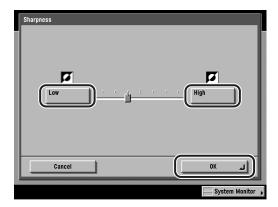
$\mathscr{D}$ NOTE

- A right triangle (▶) on a copy mode setting key indicates that more setting screens are available by pressing the key.
- If you select a copy mode setting key without a right triangle (▶) and then press [Done], the selected copy mode is canceled.

3 Change or cancel the selected copy mode (for example, Sharpness).

● **To change a copy mode:**
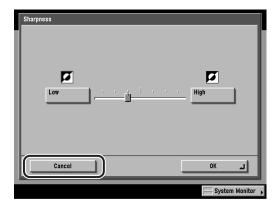
❑ Perform the same steps used for setting the mode. Change the setting as you desire → press [OK].

The display returns to the Setting Confirmation screen.
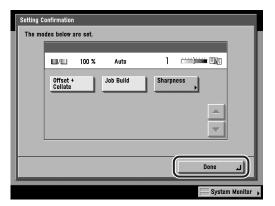
● **To cancel a copy mode:**

❑ Press [Cancel].

The display returns to the Setting Confirmation screen.

4 Press [Done].

The display returns to the Copy Basic Features screen.

Basic Copying Features

2

CHAPTER

This chapter describes the basic copying features.

2. Basic Copying Features

2

Basic Copying Features

Copy Quantity

You can make up to 999 copies for each copy job. However, this number can be changed. For more information, contact your local authorized Canon dealer.

Specifying the Required Number of Copies

1 **Press ⓪ - ⑨ (numeric keys) to enter the desired copy quantity (1 to 999).**

The copy quantity appears on the right side of the Copy Basic Features screen.

🖑 IMPORTANT
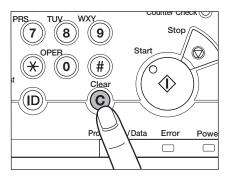
You cannot change the copy quantity while the machine is copying.

✐ NOTE
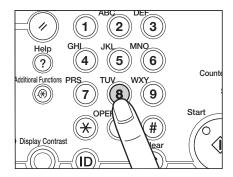
The maximum number of copies allowed varies, according to the copy mode.

Changing the Copy Quantity
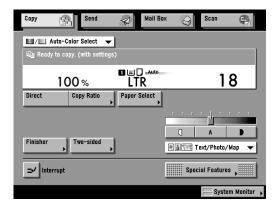
1 Press © (Clear) to clear the entered number.

2 Press ⓪ - ⑨ (numeric keys) to enter the desired copy quantity (1 to 999).

The copy quantity appears on the right side of the Copy Basic Features screen.

⊕ IMPORTANT

　　You cannot change the copy quantity while the machine is copying.

Basic Copying Features

Paper Selection

You can manually specify a paper size or set the machine to automatically select the paper size for you.

● IMPORTANT

If you want to copy an 11" x 17" original with an image that extends all the way to the edges without the periphery of the original being cut off, load the stack bypass with 12 5/8" x 17 11/16" or 12" x 18" paper, or load a paper drawer with 12" x 18" paper. (See "Platen Glass," on p. 1-23, and "Entire Image," on p. 2-35.)

✎ NOTE

- If you are copying an original with an image that extends all the way to the edges onto the same size paper at a copy ratio of 100%, the periphery of the original image may be cut off slightly on the copy. For more information on how much may be cut off, look under the margin areas in the Specifications table in Chapter 9 "Appendix," in the *Reference Guide*.
- If you select the Entire Image mode, the copied image is automatically reduced slightly based on the copy paper size and the image size. As a result, the entire original image is reproduced on the copy without being cut off. (See "Entire Image," on p. 2-35.)
- If you select [Envelope], [Transparency], [Tracing Paper], or [Labels], make sure that you do not specify any Finisher modes (Collate, Group, or Staple).
- If Stack Bypass Standard Settings in Common Settings (from the Additional Functions screen) is set to 'On', and the paper size/type have been stored, the selected paper size/ type are displayed on the screen. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)
- For instructions on loading paper into the stack bypass, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- The default setting is 'Auto'.

Basic Copying Features

Automatic Paper Selection

The machine automatically selects the copy paper size.

🖐 IMPORTANT
- The Automatic Paper Selection mode cannot be used with the Auto Zoom, Auto XY Zoom, Multi-Page Enlargement (by selecting the number of output pages), Rotate Collate, Rotate Group, Saddle Stitch, Image Combination, Booklet, or Image Repeat (Auto) mode.
- If the Different Size Originals mode is specified in combination with the Shift mode or the Cover/Sheet Insertion mode, you cannot use the Automatic Paper Selection mode.
- You cannot use the Automatic Paper Selection mode when copying the following types of originals. Copy these originals using the Manual Paper Selection mode.
  - Nonstandard size originals
  - Highly transparent originals, such as transparencies
  - Originals with an extremely dark background
  - STMT, STMTR, or smaller size originals (however, STMT originals can be detected when placed in the feeder)
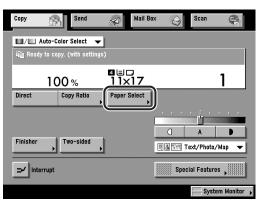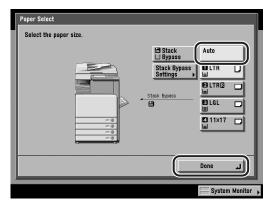
🖉 NOTE

If Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) is set to 'Off' for a particular paper source, you cannot make copies on paper loaded in that paper source in the Automatic Paper Selection mode. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)

1 Place your originals → press [Paper Select].
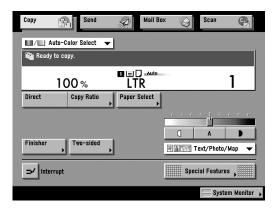
2 Press [Auto] → [Done].

The following screen is displayed.

✐ NOTE

When the feeder/platen cover is closed, the paper source holding that paper size is highlighted along with [Auto].

3 Press ⊚ (Start).

Copying starts.

Manual Paper Selection
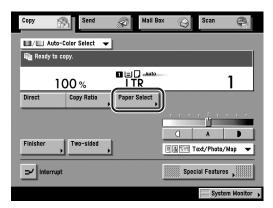
You can make copies after manually selecting the paper size and type of paper loaded in the paper sources.

📎 NOTE

You can copy onto envelopes, such as your company logo. You can load envelopes in either the stack bypass or the paper drawer in which the optional Envelope Feeder Attachment-C1 is attached. For instructions on loading envelopes in the stack bypass, see Chapter 2, "Basic Operations," in the *Reference Guide*. For instructions on loading envelopes in a paper drawer, see Chapter 3, "Optional Equipment," in the *Reference Guide*.

1 **Place your originals → press [Paper Select].**

📎 NOTE
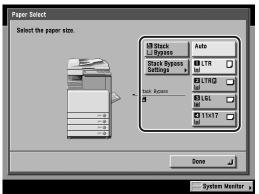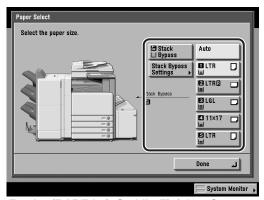
When the feeder/platen cover is closed, the paper source holding that paper size is highlighted along with [Auto].

2 Select the desired paper size.

**Feeder (DADF-L1), Finisher-P1, and
Cassette Feeding Unit-Y1 are attached.**
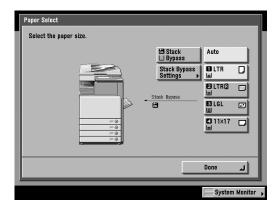
**Feeder (DADF-L1), Saddle Finisher-Q2,
Additional Finisher Tray-A1, Puncher Unit-M1,
Cassette Feeding Unit-Y1, and
Paper Deck-Q1 are attached.**

To select the stack bypass for the current or reserved job, press [Stack Bypass Settings]. To set Stack Bypass Settings, proceed to step 3. If you do not want to set Stack Bypass Settings, proceed to step 5.

$\mathscr{D}$ NOTE

- The paper sizes/types are indicated by icons on the touch panel display, in the order in which they are loaded in the paper drawers.

- Icons indicating the type of paper loaded in each paper drawer can be displayed on paper selection screens, if you store that information into the machine beforehand. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)

- ☐ indicates that the paper is loaded vertically, and ▭ indicates that the paper is loaded horizontally. The suffix <R> (such as in LTRR) used in paper size designations indicates that the paper is loaded in a paper drawer or the stack bypass horizontally.

3 **If you select [Stack Bypass Settings]:**

$\mathscr{D}$ NOTE

If Stack Bypass Standard Settings in Common Settings (from the Additional Functions screen) is set to 'On', reserved copying can be performed only for the registered paper size and type. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)

● **If you want to select a standard paper size:**

❑ Select the desired paper size ➞ press [Next].

Stack Bypass Settings: Selecting the Paper Size

$\mathcal{D}$ NOTE

To select an A or B series paper size, press [A/B-size].

❑ Select the desired paper type ➞ press [OK].

Stack Bypass Settings: Selecting the Paper Type

If you are copying on the back side of a previously printed sheet, press [2nd Side of 2-Sided Page].

🖑 IMPORTANT

When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.

$\mathcal{D}$ NOTE

- [Transparency] can be selected only if [LTR] is selected as the paper size.
- For more information on paper types, see Chapter 2, "Basic Operations," in the *Reference Guide*.

● **If you want to select a nonstandard paper size:**

❑ Press [Irreg. Size].

❑ Enter the size of the paper using the numeric keys on the touch panel display.

❑ Press [X] (horizontal axis) → enter a value.

❑ Press [Y] (vertical axis) → enter a value.

❑ Press [OK].

The display returns to the paper size selection screen.

📝 NOTE

- If you make a mistake when entering values, press [C] on the touch panel display
  → enter the correct values.

- To enter values in millimeters, press [mm].

- When entering values in millimeters, you can also use ⓪ - ⑨ (numeric keys), and
  ⓒ (Clear) to clear your entries.

- If you enter a value outside the setting range, a message prompting you to enter an
  appropriate value appears on the screen.

- For instructions on entering values in inches, see Chapter 2, "Basic Operations," in
  the *Reference Guide*.

❑ Press [Next].

❑ Select the desired paper type → press [OK].

If you are copying on the back side of a previously printed sheet, press [2nd Side of 2-Sided Page].

IMPORTANT

- When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.

- If you select a nonstandard paper size, the Multi-Page Enlargement, Rotate Collate, Rotate Group, Offset Collate, Offset Group, Staple Collate, 1▶2-Sided, 2▶2-Sided, Book▶2-Sided, Two-page Separation, Image Combination, Booklet, or Transparency Interleaving mode cannot be specified.
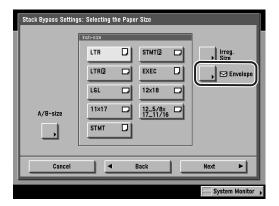
NOTE
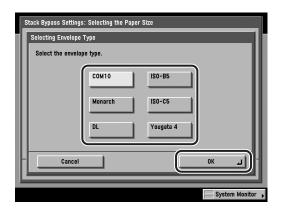
For more information on paper types, see Chapter 2, "Basic Operations," in the *Reference Guide*.

● **If you want to select an envelope size:**

❑ Press [Envelope].

❑ Select the desired envelope type → press [OK].

The display returns to the paper size selection screen.

📖 IMPORTANT

If the envelope type is not selected correctly, a paper jam will occur.

❑ Press [OK].

4 Press [Done].
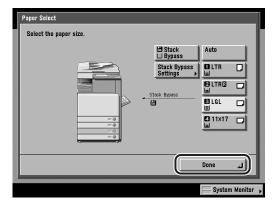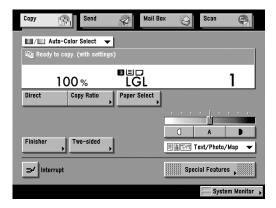
The display returns to the Copy Basic Features screen, and the selected paper size and type are displayed.

5 Press ⊙ (Start).

Copying starts.

✐ NOTE

To cancel all settings and return the machine to the Standard mode, press ⊙ (Reset).

Copy Exposure and Original Type Settings

You can set the desired copy exposure and select the original type before scanning the original.

✎ NOTE
  You can change the exposure while the machine is printing.
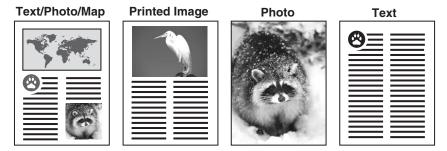
■ **Manual Exposure Adjustment**
You can manually adjust the copy exposure to the most appropriate level for the original.

■ **Original Type Selection**
The machine is capable of processing and producing copies according to the type of the original. You can manually select the original type so that the machine reproduces copies as faithful as possible to the original. The following four original type modes are available:

Text/Photo/Map   **Printed Image**   **Photo**   **Text**

- Text/Photo/Map Mode
  This mode is best suited for making copies of originals containing text, images/photos, as well as fine graphics, such as those on a map.
- Printed Image Mode
  This mode is best suited for making copies of images printed with halftone dots.
- Photo Mode
  This mode is best suited for making copies of photos printed on photographic paper.
- Text Mode
  This mode is best suited for making copies of text originals. Blueprints or pencil drawn originals can also be copied clearly.

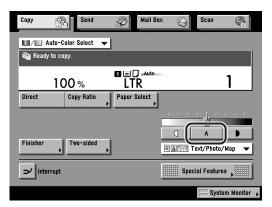■ **Automatic Exposure Adjustment**
This mode enables you to set the machine to automatically adjust the exposure to the level best suited to the quality of the original.

■ **Exposure Adjustment during Printing**
You can change the copy exposure while the machine is printing.

Manual Exposure Adjustment

You can manually adjust the copy exposure to the most appropriate level for the original.
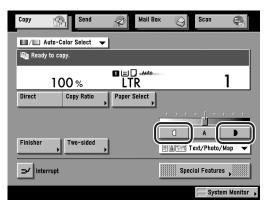
1 Place your originals → press [◁] or [▷].

Press [◁] to move the indicator to the left to make the exposure lighter, or press [▷] to move it to the right to make the exposure darker.

2 Press ⊙ (Start).

Copying starts.

✐ NOTE

To cancel all settings and return the machine to the Standard mode, press ⊘ (Reset).

Original Type Selection

The machine is capable of processing and producing copies according to the type of the original. You can manually select the original type so that the machine reproduces copies as faithful as possible to the original. The following four original type modes are available.

🖑 IMPORTANT
- Combinations of these four modes (Text/Photo/Map, Printed Image, Photo, and Text) cannot be selected at the same time. If you select one of these modes, the previously set mode is canceled.
- If you make copies of an original containing halftones, such as a printed image, the moiré effect (a shimmering, wavy pattern) may occur. In this case, you can lessen the moiré effect by using the Sharpness mode. (See "Adjusting the Contrast (Sharpness)," on p. 7-14.)

🖉 NOTE
If the original is a transparency, select the original type → adjust the exposure to the most appropriate level for the original.

■ Text/Photo/Map Mode
This mode is best suited for making copies of originals containing text, images/photos, as well as fine graphics, such as those on a map.

■ Printed Image Mode
This mode is best suited for making copies of images printed with halftone dots.

■ Photo Mode
This mode is best suited for making copies of photos printed on photographic paper.

■ Text Mode
This mode is best suited for making copies of text originals. Blueprints or pencil drawn originals can also be copied clearly.
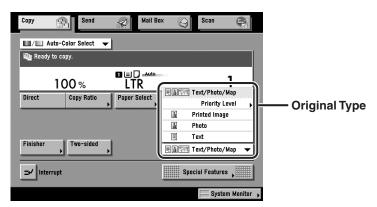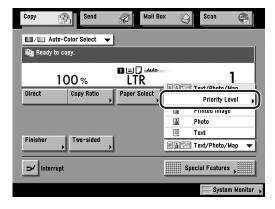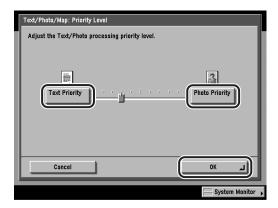
1 **Place your originals → press the original type drop-down list → select the original type ([Text/Photo/Map], [Printed Image], [Photo], or [Text]).**

Original Type

● **If you want to adjust the text/photo/map processing priority level:**

❑ Press the original type drop-down list → press [Priority Level].

❑ Press [Text Priority] or [Photo Priority] to adjust the degree of priority for text or photo images ➞ press [OK].

Priority Level

[Text Priority]:   Priority is given to the faithful reproduction of text.

[Photo Priority]:   Priority is given to the faithful reproduction of photos/images, with as little moiré effect as possible.

The display returns to the Copy Basic Features screen.

2 Press ⊚ (Start).

Copying starts.

✐ NOTE

To cancel all settings and return the machine to the Standard mode, press ⊙ (Reset).

Automatic Exposure Adjustment

This mode enables you to set the machine to automatically adjust the exposure to the level best suited to the quality of the original.

✐ NOTE

There are two types of automatic copy exposure adjustments; the Remove Background mode which enables you to scan by erasing the background color of the original, and the Prevent Bleeding mode which enables you to prevent the original image on the reverse side of the original from appearing on the paper. Select the desired exposure adjustment mode depending on the type of original. The Remove Background mode is selected by default. (See "Image Quality Adjustment," on p. 7-20.)

1 Place your originals → press [A].

The machine automatically adjusts the exposure to the level best suited to the quality of the original.

$\mathscr{D}$ NOTE

An automatic copy exposure adjustment may not work with transparencies. In this case, adjust the exposure manually by pressing [◁] or [▷].

2 Press ⊚ (Start).

Copying starts.

$\mathscr{D}$ NOTE
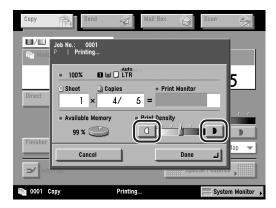
To cancel all settings and return the machine to the Standard mode, press ⊘ (Reset).

Exposure Adjustment during Printing

You can change the copy exposure while the machine is printing.

1 Press [◖] or [◗] on the screen that is displayed while the machine is printing.

Press [◖] to move the indicator to the left to make the exposure lighter, or press [◗] to move it to the right to make the exposure darker.

The copy exposure is changed. When printing is complete, the display returns to the Copy Basic Features screen.

📎 NOTE

If the copy exposure has been changed on the Copy Basic Features screen, adjusting the exposure during printing may not have any effect on the output.

Changing the Copy (Zoom) Ratio

You can set the machine to adjust the copy ratio automatically, or you can specify the copy ratio manually.

The following seven types of copy ratio settings are available.

✎ NOTE

> To set the copy ratio to 100%, press [Direct].

■ **Preset Zoom**
The machine offers you a variety of preset copy ratios to reduce or enlarge standard size originals to another standard paper size.
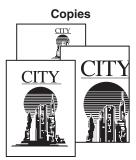
■ **Zoom by Percentage**
You can reduce or enlarge originals by any copy ratio, in 1% increments. The copy ratios for the horizontal (X) and vertical (Y) axes are the same.
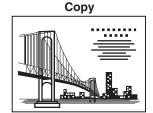
Original   **Copies**

■ **Auto Zoom**
You can set the machine to automatically select the appropriate copy ratio based on the size of the original and the selected copy paper. The copy ratios for the horizontal (X) and vertical (Y) axes are the same.
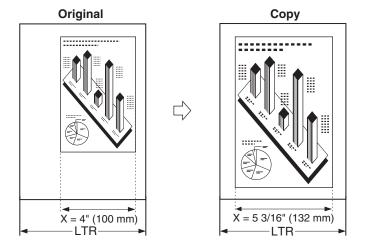
Original   **Copy**

■ Entire Image

If you are copying an original with an image that extends all the way to the edges onto the same size paper at a copy ratio of 100%, the periphery of the original image may be cut off slightly on the copy. However, if you set the Entire Image mode, the image is slightly reduced so that the entire image is copied without being cut off.

■ Reducing/Enlarging Using the Original and Copy Sizes
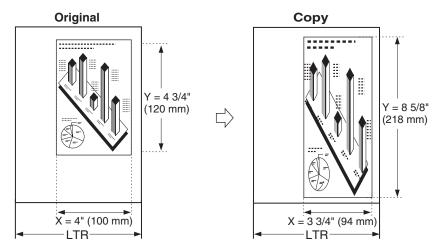
The Zoom Program mode enables you to enter measurements for the original and copy sizes, then allows the machine to automatically calculate and set the appropriate copy ratio.

The following two Zoom Program modes are available:

• Making Copies with the Same XY Copy Ratio
  The copy ratio you set is used for both the horizontal (X) and vertical (Y) axes.
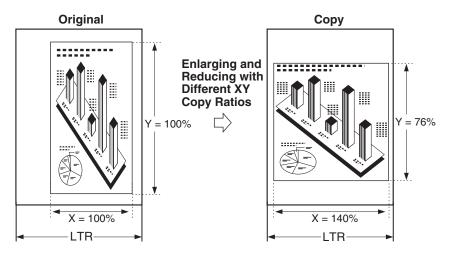
Original

X = 4" (100 mm)
LTR

Copy

X = 5 3/16" (132 mm)
LTR

• Making Copies with Different XY Copy Ratios (XY Zoom)
You can set different copy ratios for the horizontal (X) and vertical (Y) axes.

Original

Copy

Y = 4 3/4"
(120 mm)

Y = 8 5/8"
(218 mm)

X = 4" (100 mm)

LTR

X = 3 3/4" (94 mm)

LTR
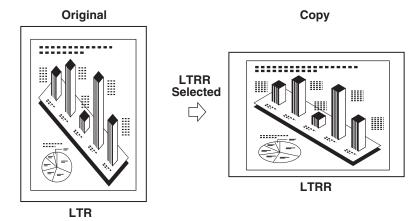
■ **Setting the X and Y Axes Independently**
The XY Zoom mode enables you to make reduced or enlarged originals with different XY copy ratios expressed in percentage.

• Manually Specifying the Copy Ratio (XY Zoom)
You can manually set different copy ratios for the horizontal (X) and vertical (Y) axes, expressed in percentages and in 1% increments.

Original

Copy

Enlarging and Reducing with Different XY Copy Ratios

Y = 100%

Y = 76%

X = 100%

LTR

X = 140%

LTR

- Automatically Specifying the Copy Ratio (Auto XY Zoom)
  The XY copy ratio is automatically set to suit the size of the selected paper.

Original   **Copy**

**LTRR
Selected**

LTR

LTRR
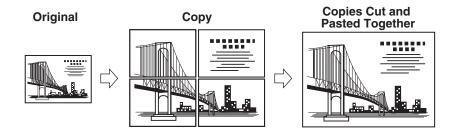
■ **Multi-Page Enlargement**

The Multi-Page Enlargement mode enables you to enlarge an original over multiple sheets of paper.

Original   **Copy**   **Copies Cut and
                                         Pasted Together**

Preset Zoom

The machine offers you a variety of preset copy ratios to reduce or enlarge standard size originals to another standard paper size.

🖐 IMPORTANT

- Place the originals horizontally in the following cases:
  - If you are enlarging LTR originals to 11" x 17"
  - If you are enlarging STMT originals to 11" x 17" (only when the original is placed on the platen glass)
- If you are reducing 11" x 17" originals to LTR with Auto Orientation in Copy Settings (from the Additional Functions screen) set to 'Off', load LTRR paper in a paper drawer or the stack bypass.

Placing an original horizontally means setting the original with the longer side sideways. (See "Orientation," on p. 1-22.)

■ **Reduction**

The available preset copy ratios for reducing originals are:
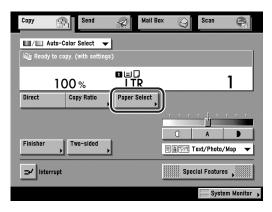
- LGL → LTR (78%)
- 11" x 17" → LGL or 11" x 15" → LTR (73%)
- 11" x 17" → LTR (64%)
- 11" x 17" → STMT (50%)
- Minimum (25%)

■ **Enlargement**
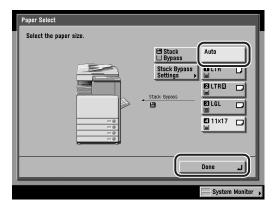
The available preset copy ratios for enlarging originals are:

- Maximum (400%)
- STMT → 11" x 17" (200%)
- LTR → 11" x 17" (129%)
- LGL → 11" x 17" (121%)

1 Place your originals → press [Paper Select].

2 Press [Auto] → [Done].


The display returns to the Copy Basic Features screen.

✎ NOTE
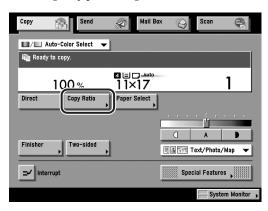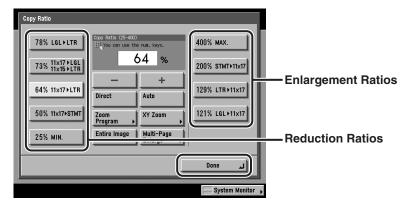
- The default setting is 'Auto'.
- When the feeder/platen cover is closed, the paper source holding that paper size is highlighted along with [Auto].

3 Press [Copy Ratio].

4 To reduce the original image, select a preset reduction ratio. To enlarge the original image, select a preset enlargement ratio. Following your selection, press [Done].

Enlargement Ratios

Reduction Ratios

The selected mode is set, the display returns to the Copy Basic Features screen, and the selected copy ratio is displayed.

5 Press ⊙ (Start).

Copying starts.

$\oslash$ NOTE
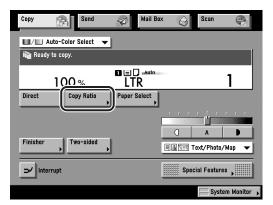
- To return the copy ratio to 100%, press [Direct].
- To cancel all settings and return the machine to the Standard mode, press ⊚ (Reset).

Zoom by Percentage
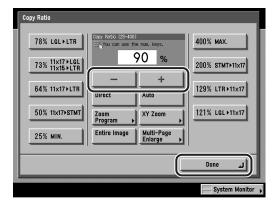
You can reduce or enlarge originals by any copy ratio, in 1% increments. Any copy ratio from 25% to 400% can be set. The same copy ratio is used for the horizontal (X) and vertical (Y) axes.

1 Place your originals → press [Copy Ratio].

2 Press [−] or [+] to set a copy ratio → press [Done].

You can also use ⓪ - ⑨ (numeric keys) to enter values, and ⓒ (Clear) to clear your entries.

You can change the value by pressing [−] or [+], even if you have entered the value using ⓪ - ⑨ (numeric keys).

The selected mode is set, the display returns to the Copy Basic Features screen, and the specified copy ratio is displayed.

✎ NOTE

If you enter a value outside the setting range, a message prompting you to enter an appropriate value appears on the screen.

3 Press ⊙ (Start).

Copying starts.

Auto Zoom

You can set the machine to automatically select the appropriate copy ratio based on
the size of the original and the selected copy paper. The same copy ratio is used for
the horizontal (X) and vertical (Y) axes. Any copy ratio from 25% to 400% may be
used.

🖑 IMPORTANT
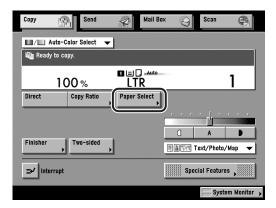
 • You cannot use the Auto setting on the Copy Ratio screen with the Automatic Paper
   Selection or Image Repeat (Auto) mode.
 • You cannot copy highly transparent originals, such as transparencies, using the Auto
   setting on the Copy Ratio screen. Use the Preset Zoom or Zoom by Percentage mode
   instead.
 • To use the Auto setting on the Copy Ratio screen, your originals must conform to one of
   the standard paper sizes:
   11" x 17", LGL, LTR, LTRR, STMT, or STMTR. (You can place STMTR originals only on
   the platen glass.)

✐ NOTE
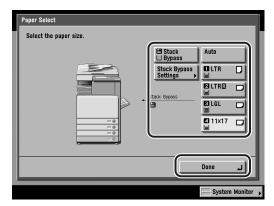
If you notice a difference between the automatic copy ratio and the actual copy size, you
can try to eliminate this error by making a Zoom Fine Adjustment in Adjustment/Cleaning
(from the Additional Functions screen). (See Chapter 4, "Customizing Settings," in the
Reference Guide.)

1 **Place your originals → press [Paper Select].**

2 Select the desired paper size → press [Done].

The display returns to the Copy Basic Features screen.
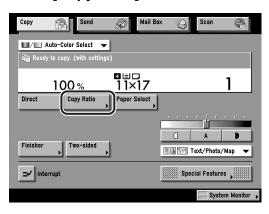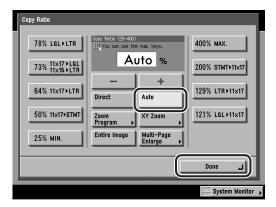
✋ IMPORTANT

Make sure that you select a paper size other than [Auto]. If you do not select a paper size, the copy ratio is automatically set to match the size of the paper loaded in Paper Drawer 1.

3 Press [Copy Ratio].

4 Press [Auto] → [Done].

The selected mode is set, the display returns to the Copy Basic Features screen, and the copy ratio generated by the machine is displayed.

5 Press ⊙ (Start).

Copying starts.

✎ NOTE

- If the original is placed on the platen glass, the copy ratio automatically appears when the feeder/platen cover is closed, provided that the original size can be detected.
- If the original is placed in the feeder, the copy ratio appears when ⊙ (Start) is pressed.
- To return the copy ratio to 100%, press [Direct].
- To cancel this setting, press [Copy Ratio] → [Auto].
- To cancel all settings and return the machine to the Standard mode, press ⊘ (Reset).

Entire Image

If you are copying an original with an image that extends all the way to the edges onto the same size paper at a copy ratio of 100%, the periphery of the original image may be cut off slightly on the copy. However, if you set the Entire Image mode, the image is slightly reduced so that the entire image is copied without being cut off.

The Entire Image mode should also be set when you want to copy 11" x 17" originals onto paper larger than 11" x 17" to ensure that the edges of the originals are not cut off. Make sure to place the originals on the platen glass, and load the stack bypass with 12 5/8" x 17 11/16" or 12" x 18" paper, or load a paper drawer with 12" x 18" paper. (See "Platen Glass," on p. 1-23, and "Paper Selection," on p. 2-6.)

🖐 IMPORTANT

The Entire Image mode cannot be used with the Multi-Page Enlargement, Booklet, Frame Erase, Image Combination, Image Repeat, or Mirror Image mode.

✐ NOTE
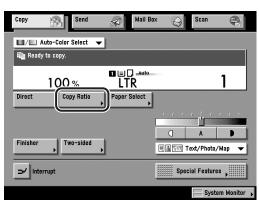
The reduction ratios when the Entire Image mode is specified are:
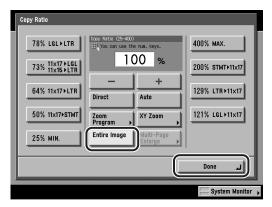
- 11" x 17": 98.1% (12" x 18": 100%)

- LGL: 97.7%

- LTR: 97.1%

- STMT: 96.3%

1 Place your originals → press [Copy Ratio].

2 Press [Entire Image] → [Done].

The selected mode is set, and the display returns to the Copy Basic Features screen.

3 Press ⊙ (Start).

Copying starts.

✎ NOTE

- To cancel this setting, press [Copy Ratio] → [Entire Image].
- To cancel all settings and return the machine to the Standard mode, press ⊘ (Reset).

Reducing/Enlarging Using the Original and Copy Sizes

The Zoom Program mode enables you to reduce or enlarge originals by individually entering the dimensions of the original and copy paper. Any copy ratio from 25% to 400% can be used.

The following two Zoom Program modes are available.

✎ NOTE

The specified sizes are converted into a copy ratio (%) by the machine using the formula below. The result is rounded to the nearest integer.
Copy ratio (%) = (copy size / original size) x 100

■ **Making Copies with the Same XY Copy Ratio (Zoom)**
The copy ratio you set is used for both the horizontal (X) and vertical (Y) axes.
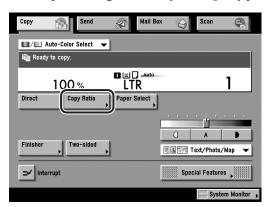
■ **Making Copies with Different XY Copy Ratios (XY Zoom)**
You can set different copy ratios for the horizontal (X) and vertical (Y) axes.

Making Copies with the Same XY Copy Ratio (Zoom)

1 **Place your originals → press [Copy Ratio].**
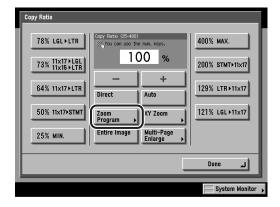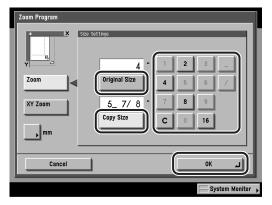
2 **Press [Zoom Program].**

3 **Use the numeric keys on the touch panel display to enter values for the original size and copy size.**

❑ Press [Original Size] → enter a value.

❑ Press [Copy Size] → enter a value.

❑ Press [OK].

You can enter either the width or the length of the original size. If you enter the width for the original size, make sure to enter the width for the copy size as well, and vice versa.

The machine automatically calculates the correct copy ratio based on the values you entered; however, the original image may be cut off slightly on the copy depending on the paper size.

If the computation results in a copy ratio less than 25% or greater than 400%, a message appears telling you that values below 25% will be set to 25%, and values above 400% will be set to 400%.

The selected mode is set, the display returns to the Copy Basic Features screen, and the copy ratio generated by the machine is displayed.

✐ NOTE

- If you make a mistake when entering values, press [C] on the touch panel display
  → enter the correct values.
- To enter values in millimeters, press [mm].
- When entering values in millimeters, you can also use ⊙ - ⊙ (numeric keys), and
  ⊙ (Clear) to clear your entries.
- For instructions on entering values in inches, see Chapter 2, "Basic Operations," in
  the *Reference Guide*.
- To specify the horizontal (X) and vertical (Y) axes independently, press [XY Zoom].

4 Press ⊙ (Start).

Copying starts.
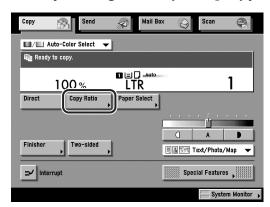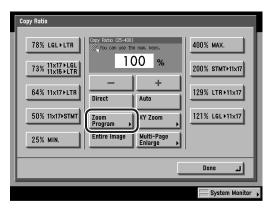
✐ NOTE

- To return the copy ratio to 100%, press [Direct].
- To cancel this setting, press [Copy Ratio] → [Zoom Program] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press
  ⊙ (Reset).

Making Copies with Different XY Copy Ratios (XY Zoom)
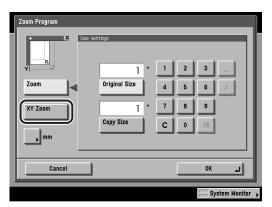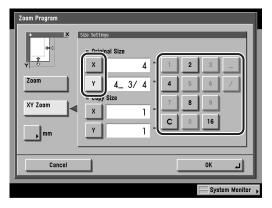
1 **Place your originals → press [Copy Ratio].**

2 **Press [Zoom Program].**

3 Press [XY Zoom].
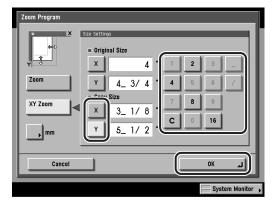
4 Use the numeric keys on the touch panel display to enter values for the original size and copy size.

❑ Press [X] (horizontal axis) for Original Size → enter a value.

❑ Press [Y] (vertical axis) for Original Size → enter a value.

❑ Press [X] (horizontal axis) for Copy Size → enter a value.

❑ Press [Y] (vertical axis) for Copy Size → enter a value.

❑ Press [OK].

The machine automatically calculates the correct copy ratio based on the values you entered; however, the original image may be cut off slightly on the copy depending on the paper size.

If the computation results in a copy ratio less than 25% or greater than 400%, a message appears telling you that values below 25% will be set to 25%, and values above 400% will be set to 400%.

The selected mode is set, the display returns to the Copy Basic Features screen, and the copy ratios generated by the machine for the X and Y axes are displayed.

✒ NOTE

- If you make a mistake when entering values, press [C] on the touch panel display → enter the correct values.
- To enter values in millimeters, press [mm].
- When entering values in millimeters, you can also use ⓪ - ⑨ (numeric keys), and ⓒ (Clear) to clear your entries.
- For instructions on entering values in inches, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- To specify the same copy ratio for both the horizontal (X) and vertical (Y) axes, press [Zoom].

5 Press ⓞ (Start).

Copying starts.

✒ NOTE

- To return the copy ratio to 100%, press [Direct].
- To cancel this setting, press [Copy Ratio] → [Zoom Program] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press ⓞ (Reset).

Setting the X and Y Axes Independently

The XY Zoom mode enables you to make reduced or enlarged copies with different XY copy ratios expressed in percentages. Any copy ratio from 25% to 400% can be used.

The following two XY Zoom modes are available:

■ **Manually Specifying the Copy Ratio (XY Zoom)**
You can manually set different copy ratios for the horizontal (X) and vertical (Y) axes, expressed in percentages and in 1% increments.

◇ NOTE

If you set the copy ratio with the XY Zoom mode, the image of the original may be rotated before being printed on the paper depending on the outcome of the computation executed by the machine using the original size and the specified copy ratio. This is so the orientation of the printed image is best suited to the selected paper size.

■ **Automatically Specifying the Copy Ratio (Auto XY Zoom)**
The XY copy ratio is automatically set to suit the size of the selected paper.

⏻ IMPORTANT
- The Auto XY Zoom mode cannot be used with the Automatic Paper Selection or Image Repeat (Auto) mode.
- You cannot copy highly transparent originals, such as transparencies, in the Auto XY Zoom mode. Manually specify the copy ratio for these types of originals.
- If you set the Auto XY Zoom mode, select the paper size using the Manual Paper Selection mode. If you do not select a paper size, Paper Drawer 1 is automatically selected and the copy ratio is set to match the size of the paper loaded in that drawer.
- If you set the copy ratio in the Auto XY Zoom mode, Auto Orientation is not performed.
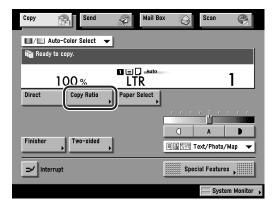
◇ NOTE
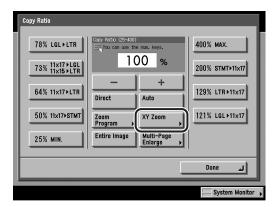
If you notice a difference between the copy ratio and the actual copy size, you can try to eliminate this error by making a Zoom Fine Adjustment in Adjustment/Cleaning (from the Additional Functions screen). (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)

1 Place your originals → press [Copy Ratio].

2 Press [XY Zoom].
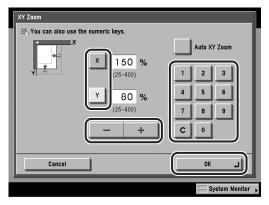
3 Specify the desired copy ratios.

● **To manually specify the copy ratios (XY Zoom):**

❏ Use the numeric keys or press [–] or [+] on the touch panel display to enter values.

❏ Press [X] (horizontal axis) → enter a value.

❏ Press [Y] (vertical axis) → enter a value.

❑ Press [OK].

You can also use ⓪ - ⑨ (numeric keys) to enter values, and ⓒ (Clear) to clear your entries.

You can change the values by pressing [–] or [+], even if you have entered the values using ⓪ - ⑨ (numeric keys).

The selected mode is set, the display returns to the Copy Basic Features screen, and the specified copy ratios are displayed.

✐ NOTE

• If you make a mistake when entering values, press [C] on the touch panel display → enter the correct values.

• If you enter a value outside the setting range, a message prompting you to enter an appropriate value appears on the screen.

● **To have the copy ratios automatically specified (Auto XY Zoom):**

❑ Press [Auto XY Zoom] → [OK].

The display returns to the Copy Basic Features screen, and the copy ratios generated by the machine are displayed.
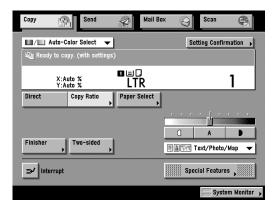
🖑 IMPORTANT

If you select [Auto XY Zoom], make sure that you select a paper size other than [Auto]. If you do not specify a paper size, Paper Drawer 1 is automatically selected and the copy ratios are set to match the size of the paper loaded in that drawer.

✐ NOTE

If you select [Auto XY Zoom] in the following cases, <X: Auto %> and <Y: Auto %> are displayed as the copy ratios on the Copy Basic Features screen:

- When the original is placed in the feeder
- When the machine is not able to detect the size of the original placed on the platen glass

4 Press ◎ (Start).

Copying starts.

✐ NOTE

- To return the copy ratio to 100%, press [Direct].
- To cancel this setting, press [Copy Ratio] → [XY Zoom] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press ◎ (Reset).

Multi-Page Enlargement

This mode enables you to enlarge an original to a size larger than 11" x 17" by copying parts of the original over several sheets of paper, and then pasting the sheets together.

You can specify the copy ratio for Multi-Page Enlargement by percentage, or by setting the number of output pages that the original image should be copied over.

IMPORTANT

- The Multi-Page Enlargement mode cannot be used with the Entire Image, Automatic Color Selection, Finisher, Two-sided, Automatic Exposure Control, Two-page Separation, Cover/Sheet Insertion, Image Combination, Shift, Booklet, Transparency Interleaving, Margin, Different Size Originals, Job Build, Frame Erase, Image Repeat, Mirror Image, or Area Designation mode.
- The Automatic Paper Selection mode cannot be set if the Multi-page Enlargement mode is specified according to the number of output pages.
- If you set the Multi-Page Enlargement mode while the color mode is set to 'Auto-Color Select', the color mode is automatically set to 'Full Color'.

NOTE

- Copies of the original image made in the Multi-Page Enlargement mode overlap. Join neighboring sheets together by pasting over the overlapping areas.
- You cannot make more than one copy of the original (over multiple sheets of paper) at one time using the Multi-Page Enlargement mode.
- The Multi-Page Enlargement mode cannot be used to make copies on transparencies or nonstandard size paper.

Determining the Copy Ratio and Number of Sheets Needed

If you create a multi-page enlargement by specifying the copy ratio (as opposed to specifying the number of output sheets), the number of output pages changes according to the size of the original, the copy ratio setting, and the size of the copy paper.

Refer to the following table to determine the desired copy ratio.

Reproduction Ratio (%)	Paper Size	Total Sheets of Paper	Total Size
200	11" x 17"	9	22" x 17"
200	8 1/2" x 11" (LTR)	15	22" x 17"
200	8 1/2" x 11" (LTRR)	12	22" x 17"
300	11" x 17"	16	33" x 51"
300	8 1/2" x 11" (LTR)	28	33" x 51"

Reproduction Ratio (%)	Paper Size	Total Sheets of Paper	Total Size
300	8 1/2" x 11" (LTRR)	25	33" x 51"
400	11" x 17"	25	44" x 68"
400	8 1/2" x 11" (LTR)	45	44" x 68"
400	8 1/2" x 11" (LTRR)	42	44" x 68"
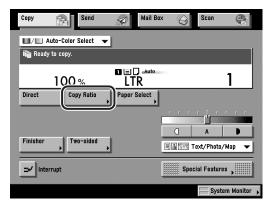
✎ NOTE

- The sizes indicated in the table serve only as a guideline. The actual copy ratio may be different from that indicated in the table.
- After all the sheets have been pasted together, the final size of the actual copy will be slightly smaller than the size indicated in the table.
- You can create a multi-page enlargement with copy ratios that are not listed in the table. However, the size of the original must not be larger than 11" x 17", and the copy ratio cannot exceed 400%.
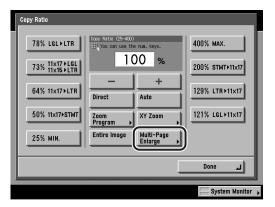
Specifying the Copy Ratio in Percentage

You can enlarge an original in the Multi-Page Enlargement mode by specifying the copy ratio in percentage. Any copy ratio from 100% to 400% can be set.

1 **Place your originals on the platen glass → press [Copy Ratio].**
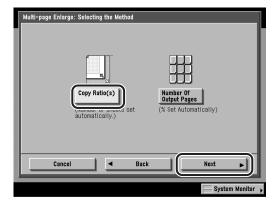
2 Press [Multi-Page Enlarge].
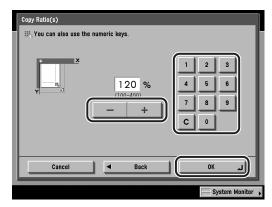
$\oslash$ NOTE

If the paper source for transparencies or nonstandard size paper is selected, [Multi-Page Enlarge] is grayed out and cannot be selected.

3 Press [Copy Ratio(s)] → [Next].

4 Use the numeric keys or press [−] or [+] on the touch panel display to enter a copy ratio → press [OK].

You can also use ⊚ - ⊚ (numeric keys) to enter values, and ⓒ (Clear) to clear your entries.

You can change the value by pressing [−] or [+], even if you have entered the value using ⊚ - ⊚ (numeric keys).

The display returns to the Copy Basic Features screen, and the specified copy ratio is displayed.

✎ NOTE

- If you make a mistake when entering values, press [C] on the touch panel display → enter the correct values.
- If you enter a value outside the setting range, a message prompting you to enter an appropriate value appears on the screen.

5 Press ⊚ (Start).
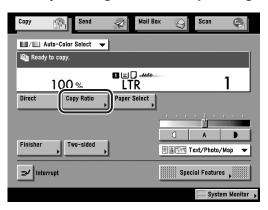
Copying starts.

✎ NOTE

- If you press ▷ (Stop) while copying is in progress to cancel the copy job and then press ⊚ (Start) again, copying resumes from the first sheet of the divided image.
- To return the copy ratio to 100%, press [Direct].
- To cancel this setting, press [Copy Ratio] → [Multi-Page Enlarge] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press ⊚ (Reset).
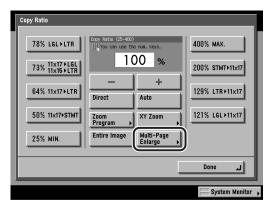
Selecting the Number of Output Pages

You can enlarge an original in the Multi-Page Enlargement mode by setting the number of output pages that the original image should be copied over.

1 **Place your originals on the platen glass → press [Copy Ratio].**

Copy	Send	Mail Box	Scan

▤/▤ Auto-Color Select ▼

▥ Ready to copy.

▯▤▯ Auto

100 %   LTR   1

Direct   Copy Ratio   Paper Select

◖   A   ◗

Finisher   Two-sided

▤▤▨ Text/Photo/Map ▼

☑ Interrupt   ▨ Special Features ▨

System Monitor ▸

2 **Press [Multi-Page Enlarge].**

Copy Ratio

78% LGL▸LTR	Copy Ratio (25-400) You can use the num. keys. 100 %	400% MAX.
73% 11x17▸LGL 11x15▸LTR		200% STMT▸11x17
64% 11x17▸LTR	− + Direct Auto	129% LTR▸11x17
50% 11x17▸STMT	Zoom Program XY Zoom	121% LGL▸11x17
25% MIN.	Entire Image Multi-Page Enlarge	

Done ↵

System Monitor ▸

✐ NOTE
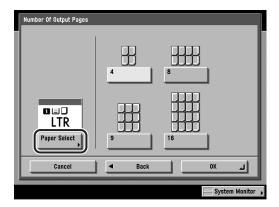
If the paper source for transparencies or nonstandard size paper is selected, [Multi-Page Enlarge] is grayed out and cannot be selected.

3 Press [Number Of Output Pages] → [Next].

4 Press [Paper Select].

5 Select the desired paper size → press [Done].
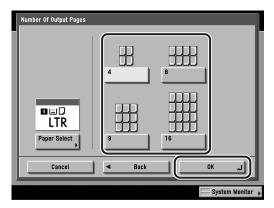
If you select the stack bypass, the screens for specifying the paper size and paper type in the stack bypass are displayed.

✎ NOTE

The paper sources for transparencies and nonstandard size paper are grayed out and cannot be selected.

6 Select the number of output pages → press [OK].

Refer to the table under "Determining the Copy Ratio and Number of Sheets Needed," on p. 2-43 as a guideline for specifying the number of output pages.

The display returns to the Copy Basic Features screen, and the copy ratio is displayed as <Auto %>.

✎ NOTE

The number of output pages that you have selected is used as a guideline. The actual number of output pages may be less than what you have selected, depending on a combination of factors that determine the most appropriate number of pages. These factors include the size of the original, the selected paper size, and the enlargement ratio.

7 Press ◎ (Start).

Copying starts.

✎ NOTE

• If you press ◁ (Stop) while copying is in progress to cancel the copy job and then press ◎ (Start) again, copying resumes from the first sheet of the divided image.
• To return the copy ratio to 100%, press [Direct].
• To cancel this setting, press [Copy Ratio] → [Multi-Page Enlarge] → [Cancel].
• To cancel all settings and return the machine to the Standard mode, press ◎ (Reset).

Pasting the Sheets of the Divided Image Together

Example: Enlarging an 11" x 17" original by 200% to create a 22" x 17" horizontal copy.

Size of Original: 11" x 17"

Orientation of Original: Horizontal

Copy Size: 22" x 17"

Orientation of Copy: Horizontal

Based on the above criteria, the table under "Determining the Copy Ratio and Number of Sheets Needed" indicates that when using LTRR paper, 12 pages (4 x 3) are output.
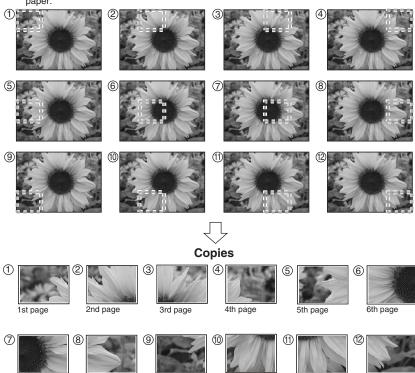
Original

Copy Ratio: 200%
Paper Size: LTRR
The original is placed on the platen glass without changing its original orientation.

The image of the original is automatically divided into 12 sections, each of which is then copied onto a separate sheet of paper.

Copies

① 1st page ② 2nd page ③ 3rd page ④ 4th page ⑤ 5th page ⑥ 6th page
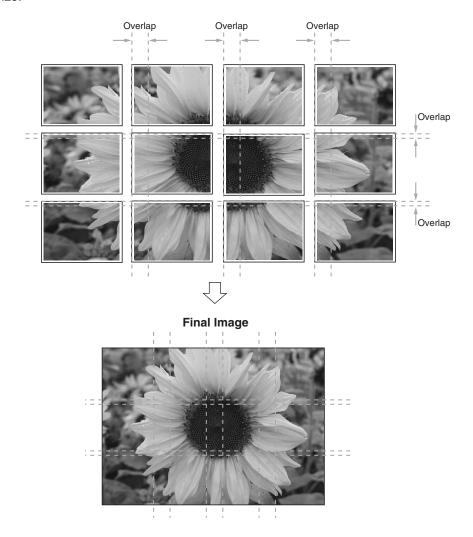
⑦ 7th page ⑧ 8th page ⑨ 9th page ⑩ 10th page ⑪ 11th page ⑫ 12th page

The images on neighboring sheets created by the Multi-Page Enlargement mode overlap slightly. When pasting the sheets together, trim the overlapping portions, leaving an adequate amount of overlap to apply the glue.

The width of the overlapping portions differs, according to the copy ratio and paper size.

Final Image

2

Collating Copies

The Finisher modes can be selected to collate the copies in various ways, either by pages or copy sets.

IMPORTANT

The Finisher modes cannot be set if envelopes, transparencies, tracing paper, or labels is selected.

NOTE

For instructions on using optional Finisher-P1, Finisher-Q1, or Saddle Finisher-Q2, see Chapter 3, "Optional Equipment," in the *Reference Guide*.

■ **The table below shows all the finishing features that are available with each different optional unit, and the paper sizes that can be used.**

√: Available
−: Unavailable

| Optional Unit | Offset | Rotate | Staple | | | Hole Punch |
			Corner	Double	Saddle Stitch	
None	−	√ LTR, LTRR	−	−	−	−
Finisher-P1 or Finisher-P1 and Copy Tray-J1	√ 11" x 17", LGL, LTR, LTRR	−	√ 11" x 17", LGL, LTRR (30 sheets)*1, LTR (50 sheets)*1	√ 11" x 17" (30 sheets)*1, LTR (50 sheets)*1	−	−
Inner 2way Tray-C1 or Inner 2way Tray-C1 and Copy Tray-J1	−	√ LTR, LTRR	−	−	−	−

*1 The maximum when you are using 17 to 20 lb bond (64 to 80 g/m²) paper.
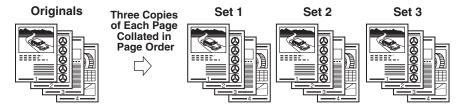
√ : Available
− : Unavailable

| Optional Unit | Offset | Rotate | Staple | | | Hole Punch |
			Corner	Double	Saddle Stitch	
Finisher-Q1	√ 11" x 17", LGL, LTR, LTRR, STMT	−	√ 11" x 17", LGL, LTRR (30 sheets)[*1], LTR, EXEC (50 sheets)[*1]	√ 11" x 17" (30 sheets)[*1], LTR (50 sheets)[*1]	−	−
Finisher-Q1 and Puncher Unit-M1	√ 11" x 17", LGL, LTR, LTRR, STMT	−	√ 11" x 17", LGL, LTRR (30 sheets)[*1], LTR, EXEC (50 sheets)[*1]	√ 11" x 17" (30 sheets)[*1], LTR (50 sheets)[*1]	−	√ 11" x 17", LGL, LTR, LTRR
Saddle Finisher-Q2	√ 11" x 17", LGL, LTR, LTRR, STMT	−	√ 11" x 17", LGL, LTRR (30 sheets)[*1], LTR, EXEC (50 sheets)[*1]	√ 11" x 17" (30 sheets)[*1], LTR (50 sheets)[*1]	√ 11" x 17", LGL, LTRR (15 sheets)[*1]	−
Saddle Finisher-Q2 and Puncher Unit-M1	√ 11" x 17", LGL, LTR, LTRR, STMT	−	√ 11" x 17", LGL, LTRR (30 sheets)[*1], LTR, EXEC (50 sheets)[*1]	√ 11" x 17" (30 sheets)[*1], LTR (50 sheets)[*1]	√ 11" x 17", LGL, LTRR (15 sheets)[*1]	√ 11" x 17", LGL, LTR, LTRR

*1 The maximum when you are using 17 to 20 lb bond (64 to 80 g/m^2) paper.

■ **If the Collate Mode Is Set:**
The copies are automatically collated into sets arranged in page order. The output is as follows:

Originals   **Three Copies of Each Page Collated in Page Order**   **Set 1**   **Set 2**   **Set 3**
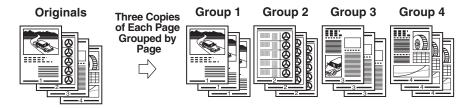
⚠ IMPORTANT

The Collate mode cannot be used with the Multi-Page Enlargement, Booklet, or Transparency Interleaving mode.

■ **If the Group Mode Is Set:**
All copies of the same original page are grouped together. The output is as follows:

Originals   **Three Copies of Each Page Grouped by Page**   **Group 1**   **Group 2**   **Group 3**   **Group 4**
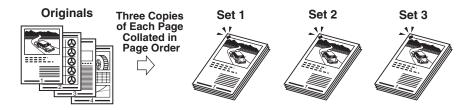
⚠ IMPORTANT

The Group mode cannot be used with the Multi-Page Enlargement, Cover/Sheet Insertion, Booklet, or Transparency Interleaving mode.
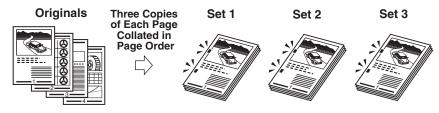
■ **If the Staple Mode Is Set:**
The copies are automatically collated into sets arranged in page order and stapled. The output is as follows:
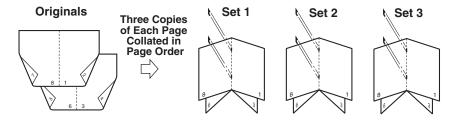
• If you select [Corner] (Top Left):

Originals   **Three Copies of Each Page Collated in Page Order**   **Set 1**   **Set 2**   **Set 3**

- If you select [Double] (Left):

Originals **Three Copies of Each Page Collated in Page Order** **Set 1** **Set 2** **Set 3**

- If you select [Saddle Stitch]:

Originals **Three Copies of Each Page Collated in Page Order** **Set 1** **Set 2** **Set 3**

🖐 IMPORTANT
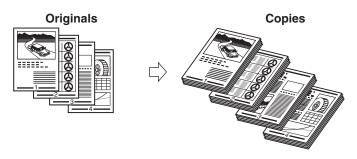
- The Staple mode cannot be used with the Multi-Page Enlargement, Booklet, Transparency Interleaving, or Mirror Image modes.
- The Saddle Stitch mode cannot be used with the Hole Punch, 2▶1-Sided, Book▶2-Sided, Automatic Paper Selection, Two-page Separation, Cover/Sheet Insertion, or Image Combination mode, in addition to the above mentioned modes.
- The accuracy of folds created in the Saddle Stitch mode may vary, depending on the paper type and the number of sheets.

📎 NOTE

- To use the Saddle Stitch mode, the original must already be in booklet form, as shown in the illustration above. (See "Booklet Mode," on p. 3-13.)
- [Saddle Stitch] can be set only if the 1▶2-Sided or 2▶2-Sided mode is selected. (See "Two-Sided Copying," on p. 2-73.)

■ If No Finisher Mode Is Set:
If the Collate, Group, and Staple modes are not set, copies are output as follows:

Originals **Copies**

■ If the Hole Punch Mode Is Set:
The machine punches two or three holes in the copies. The output is as follows:

Originals   **Copies**

IMPORTANT
- [Hole Punch] can be selected only if the optional Finisher-Q1 or Saddle Finisher-Q2 is equipped with the optional Puncher Unit-M1.
- The Hole Punch mode cannot be used with the Multi-Page Enlargement, Saddle Stitch, Booklet, or Transparency Interleaving mode.
- The machine automatically selects the number of hole punches (two or three holes), depending on the selected paper size.

  - Two holes: LGL, LTRR
  - Three holes: 11" x 17", LTR

- You cannot punch holes in STMTR paper.
- Holes cannot be punched in transparencies, tracing paper, and labels.

■ If the Rotate Mode Is Set:
If the copies are of the same size, the sheets are automatically collated into sets arranged in page order, and are output in alternating directions as follows:

Originals   **Copies**
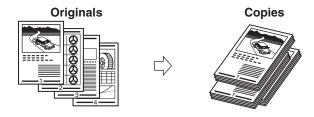
IMPORTANT
- The Rotate mode cannot be used with the Multi-Page Enlargement, Automatic Paper Selection, Cover/Sheet Insertion, Booklet, or Transparency Interleaving mode.
- You can only select LTR or LTRR paper.
- [Rotate] can be selected only if the machine is not equipped with an optional finisher.

■ If the Offset Mode Is Set:
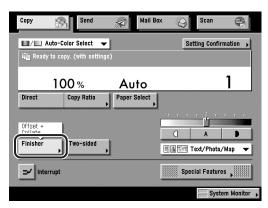
The copies are slightly offset vertically in the output tray as follows:

Originals   **Copies**

🛑 IMPORTANT

- [Offset] can be selected only if the machine is equipped with an optional finisher.
- You cannot select STMTR paper.

Page Order (Collate)
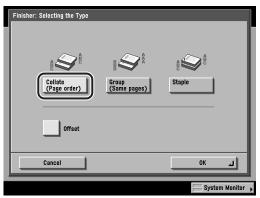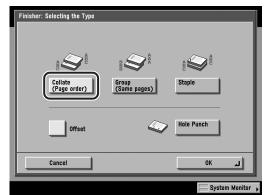
1 **Place your originals → press [Finisher].**

📝 NOTE

If Auto Collate in Copy Settings (from the Additional Functions screen) is set to 'On', the Collate or Offset Collate mode is automatically set when you place your originals in the feeder. (See "Auto Collate," on p. 9-6.)
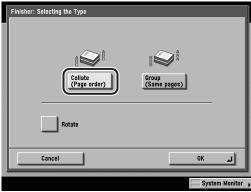
2 Press [Collate (Page order)].

An optional finisher is attached.

The optional Finisher-Q1/Saddle Finisher-Q2 and Puncher Unit-M1 are attached.

A finisher is not attached, or only the optional Inner 2way Tray-C1 is attached.

[Hole Punch] appears only if the optional Puncher Unit-M1 is attached to the optional Finisher-Q1 or Saddle Finisher-Q2.

If you want hole punches made, press [Hole Punch].

[Offset] appears only if an optional finisher is attached.

[Rotate] appears only if an optional finisher is not attached.

● **If you select [Rotate]:**

❑ Press [Next] → select [LTR] or [LTRR].

Finisher: Paper Select

A4, A4R, B5, B5R, LTR, and LTRR paper sizes can be selected.

Stack Bypass

Stack Bypass Settings ▶   ❶ LTR

❷ LTRR

❸ LGL

❹ 11x17

tack Bypass

Cancel   ◀ Back   OK

System Monitor ▶

IMPORTANT

[Rotate] can be selected only in the following cases:
- If the available paper size is selected manually
- If the available paper size is loaded in both the horizontal and vertical directions
- The selected paper source must have Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) set to 'On'. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)

3 Press [OK].

The selected mode is set, and the display returns to the Copy Basic Features screen.

4 Press ⊚ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⊚ (Start) once for each original. When scanning is complete, press [Done].

Copying starts.

Same Page (Group)

1 **Place your originals → press [Finisher].**

Copy	Send	Mail Box	Scan

/ Auto-Color Select ▼   Setting Confirmation ▶

 Ready to copy. (with settings)

100 %   Auto   1

| Direct | Copy Ratio ▶ | Paper Select ▶ |

Offset +
Collate

| Finisher ▶ | Two-sided ▶ |

◁   A   ▶

 Text/Photo/Map ▼

 Interrupt   Special Features ▶

System Monitor ▶

 NOTE

If Auto Collate in Copy Settings (from the Additional Functions screen) is set to
'On', the Collate or Offset Collate mode is automatically set when you place your
originals in the feeder. (See "Auto Collate," on p. 9-6.)

2 **Press [Group (Same pages)].**

Finisher: Selecting the Type

| Collate (Page order) | Group (Same pages) | Staple |

Offset

| Cancel | OK |

System Monitor ▶

An optional finisher is attached.

The optional Finisher-Q1/Saddle Finisher-Q2 and Puncher Unit-M1 are attached.

 **A finisher is not attached, or only
 the optional Inner 2way Tray-C1 is attached.**

[Hole Punch] appears only if the optional Puncher Unit-M1 is attached to the optional Finisher-Q1 or Saddle Finisher-Q2.

If you want hole punches made, press [Hole Punch].

[Offset] appears only if an optional finisher is attached.

[Rotate] appears only if an optional finisher is not attached.

● **If you select [Rotate]:**

❑ Press [Next] → select [LTR] or [LTRR].

> **IMPORTANT**
>
> [Rotate] can be selected only in the following cases:
> - If the available paper size is selected manually
> - If the available paper size is loaded in both the horizontal and vertical directions
> - The selected paper source must have Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) set to 'On'. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)

3 Press [OK].

The selected mode is set, and the display returns to the Copy Basic Features screen.

4 Press ⊙ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⊙ (Start) once for each original. When scanning is complete, press [Done].

Copying starts.

> **NOTE**
> - To cancel this setting, press [Finisher] → [Cancel].
> - To cancel all settings and return the machine to the Standard mode, press ⊙ (Reset).

Page Order (Staple)

IMPORTANT

The Staple mode can be set only if the optional Finisher-P1, Finisher-Q1, or Saddle Finisher-Q2 is attached.

1 Place your originals → press [Finisher].

NOTE

If Auto Collate in Copy Settings (from the Additional Functions screen) is set to 'On', the Collate or Offset Collate mode is automatically set when you place your originals in the feeder. (See "Auto Collate," on p. 9-6.)

2 Specify the stapling settings.

[Hole Punch] appears only if the optional Puncher Unit-M1 is attached to the optional Finisher-Q1 or Saddle Finisher-Q2.

If you want hole punches made, press [Hole Punch].

Basic Copying Features
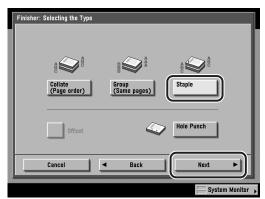
● **If the optional Finisher-P1 or Finisher-Q1 is attached:**

❑ Press [Staple] → [Next].
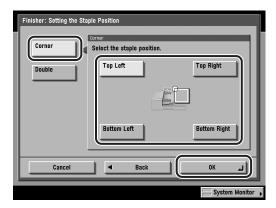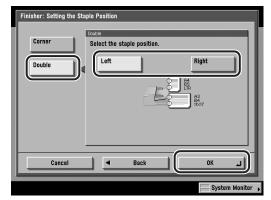
**The optional Finisher-P1 or
Finisher-Q1 is attached.**

**The optional Finisher-Q1 and
Puncher Unit-M1 are attached.**

❑ Select the stapling type ([Corner] or [Double]) → select the stapling position → press [OK].

Finisher: Setting the Staple Position

Corner

Corner

Select the staple position.

| Top Left | | Top Right |
| Bottom Left | | Bottom Right |

Double

Cancel   ◄ Back   OK ↵

System Monitor ►

Finisher: Setting the Staple Position

Corner

Double

Double

Select the staple position.

| Left | | Right |

A4
B5
LTR

A3
B4
11x17

Cancel   ◄ Back   OK ↵

System Monitor ►
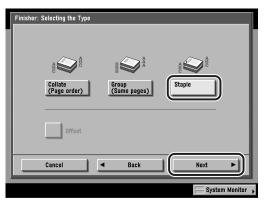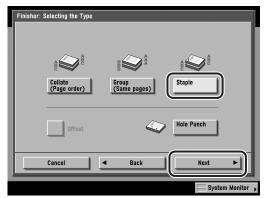
The selected mode is set, and the display returns to the Copy Basic Features screen.

● **If the optional Saddle Finisher-Q2 is attached:**

❑ Press [Staple] → [Next].

Finisher: Selecting the Type

Collate
(Page order) Group
(Same pages) Staple

Offset

Cancel ◄ Back Next ►

System Monitor ▸

The optional Saddle Finisher-Q2 is attached.

Finisher: Selecting the Type

Collate
(Page order) Group
(Same pages) Staple

Offset Hole Punch

Cancel ◄ Back Next ►

System Monitor ▸

**The optional Saddle Finisher-Q2 and
Puncher Unit-M1 are attached.**

❑ Select the stapling type ([Corner], [Double], or [Saddle Stitch]).

If you want to select [Corner] or [Double]:
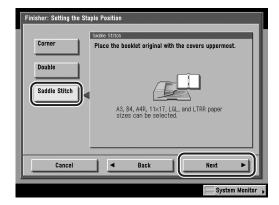
• Press [Corner] or [Double] → select the stapling position → press [OK].
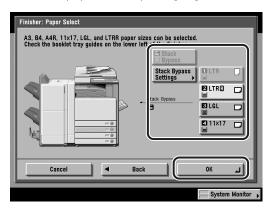
If you want to select [Saddle Stitch]:

• Press [Saddle Stitch] → [Next].

• Select the paper size → press [OK].

Finisher: Paper Select

A3, B4, A4R, 11x17, LGL, and LTRR paper sizes can be selected.
Check the booklet tray guides on the lower left of the finisher.

Stack Bypass

Stack Bypass Settings →

tack Bypass

1 LTR
2 LTRR
3 LGL
4 11x17

Cancel   ◄ Back   OK

System Monitor ►

The selected mode is set, and the display returns to the Copy Basic Features screen.

✍ NOTE

You can adjust the saddle stitch position in Adjustment/Cleaning (from the Additional Functions screen). (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)

3 Press ⊚ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⊚ (Start) once for each original. When scanning is complete, press [Done].

Copying starts.

✍ NOTE

• To cancel this setting, press [Finisher] → [Cancel].
• To cancel all settings and return the machine to the Standard mode, press ⊚ (Reset).

Two-Sided Copying

This mode enables you to make two-sided copies from one-sided or two-sided originals, or make one-sided copies from two-sided originals.

✎ NOTE
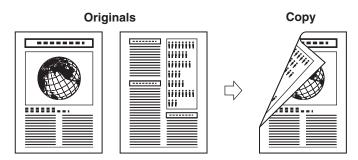
- If you are copying in the Two-sided mode, align the top edge of the original with the back edge of the platen glass (by the arrow in the top left corner), or with the back edge of the feeder.
- The Two-sided mode you have selected is displayed above [Two-sided] on the Copy Basic Features screen.
- Paper used to make two-sided copies must conform to the following specifications:
  - Paper size: 12" x 18", 11" x 17", LGL, LTR, LTRR, EXEC, or STMTR (envelopes cannot be used for two-sided copying)
  - Paper weight: 17 to 28 lb bond (64 to 105 g/m^2)
- There are some types of paper which may meet the above specifications, but cannot be used to make two-sided copies.
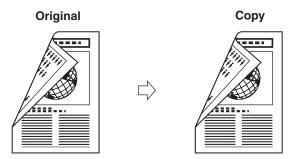
■ **Making Two-Sided Copies from One-Sided Originals (1▶2-Sided)**
This feature enables you to make two-sided copies from one-sided originals.

Originals   **Copy**
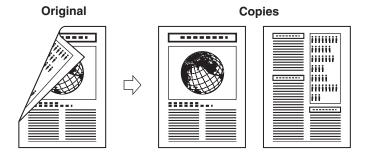
■ **Making Two-Sided Copies from Two-Sided Originals (2▶2-Sided)**
This feature enables you to make two-sided copies from two-sided originals. If the originals are placed in the feeder, they are automatically turned over to make two-sided copies.

Original　　　　　　　　**Copy**

■ **Making One-Sided Copies from Two-Sided Originals (2▶1-Sided)**
This feature automatically turns over two-sided originals placed in the feeder to make one-sided copies on different sheets of paper.
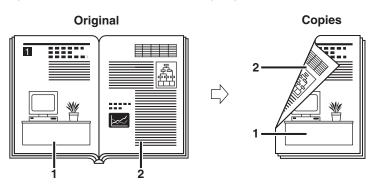
Original　　　　　　　　**Copies**
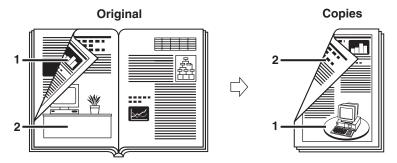
■ **Making Two-Sided Copies from Facing Pages in a Book (Book▶2-Sided)**
This feature enables you to make two-sided copies from facing pages, or from the front and back sides of a page in bound originals, such as books and magazines.

• Left/Right Two-sided
This setting makes two-sided copies from facing pages.

Original　　　　　　　　**Copies**

- Front/Back Two-sided
  This setting makes two-sided copies from the front and back sides of a page.

Original   **Copies**

1 to 2-Sided

This feature enables you to make two-sided copies from one-sided originals.

⚠ IMPORTANT
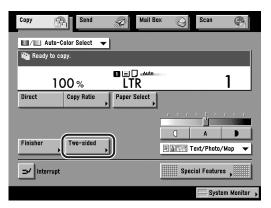
- The 1▶2-Sided mode cannot be used with the Multi-Page Enlargement, Two-page Separation, Image Combination, Booklet, or Transparency Interleaving mode.
- Make sure to place originals with a horizontal (landscape) orientation, such as LTRR and STMTR, horizontally. If these originals are placed vertically, the back side of the copy is printed upside down. (You can place STMTR originals only on the platen glass.)
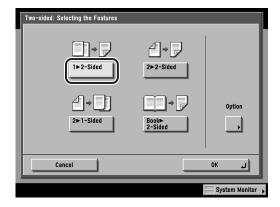
✎ NOTE

- If there are an odd number of originals, the back side of the last copy is left blank. (The machine's counter does not count the blank page as a copy.)
- If the Two-sided mode is used with the Different Size Originals mode, the copies of different size originals will be printed as one-sided copies on paper of their respective sizes. If you want to make two-sided copies with different size originals, you must select the paper size beforehand. (See "Paper Selection," on p. 2-6.)
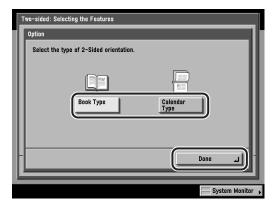
1 **Place your originals → press [Two-sided].**

2 **Press [1▶2-Sided].**

To set the orientation of the two-sided copies, press [Option] → select the type of two-sided orientation → press [Done].

Details of each item are shown below.

[Book Type]: The front and back sides of the copy will have the same top-bottom orientation.

[Calendar Type]: The front and back sides of the copy will have opposite top-bottom orientations.

The display returns to the Two-sided feature selection screen.

3 **Press [OK].**
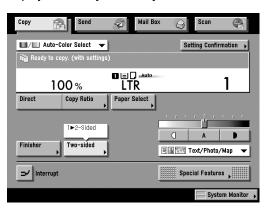
The display returns to the Copy Basic Features screen, and <1▶2-Sided> is displayed above [Two-sided].

4 Press ⊙ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⊙ (Start) once for each original. When scanning is complete, press [Done].

Copying starts.

✐ NOTE
- To cancel this setting, press [Two-sided] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press ⊙ (Reset).

2 to 2-Sided
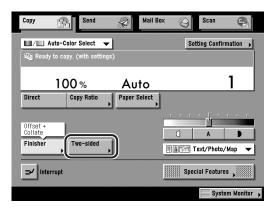
This feature enables you to make two-sided copies from two-sided originals. If a two-sided original is placed in the feeder, it is automatically turned over so that both sides of the original are copied on the front and back sides of a copy sheet.

🖐 IMPORTANT
- 2▶2-Sided copying is available only if the optional Feeder (DADF-L1) is attached.
- The 2▶2-Sided mode cannot be used with the Multi-Page Enlargement, Two-page Separation, Image Combination, Booklet, or Transparency Interleaving mode.

1 Place your originals in the feeder → press [Two-sided].
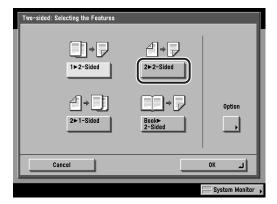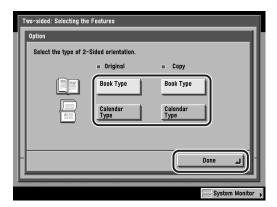
✐ NOTE
If Auto Collate in Copy Settings (from the Additional Functions screen) is set to 'On', the Collate or Offset Collate mode is automatically set when you place your originals in the feeder. (See "Auto Collate," on p. 9-6.)

2 Press [2▶2-Sided].

To set the orientation of the originals and the copies, press [Option] ➞ select the type of two-sided orientation for the originals and the copies ➞ press [Done].

Original

[Book Type]:   The front and back sides of the original have the same top-bottom orientation.

[Calendar Type]: The front and back sides of the original have opposite top-bottom orientations.

Copy

[Book Type]:   The front and back sides of the copy will have the same top-bottom orientation.
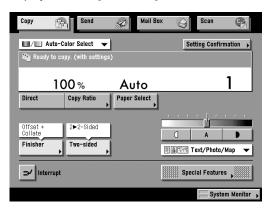
[Calendar Type]: The front and back sides of the copy will have opposite top-bottom orientations.

The display returns to the Two-sided feature selection screen.

3 Press [OK].

The display returns to the Copy Basic Features screen, and <2▶2-Sided> is displayed above [Two-sided].

4 Press ⊙ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⊙ (Start) once for each original. When scanning is complete, press [Done].

Copying starts.

✏ NOTE

- To cancel this setting, press [Two-sided] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press ⊘ (Reset).

2 to 1-Sided

This feature automatically turns over two-sided originals placed in the feeder to make one-sided copies on different sheets of paper.
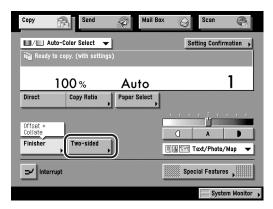
🖐 IMPORTANT

- 2▶1-Sided copying is available only if the optional Feeder (DADF-L1) is attached.
- The 2▶1-Sided mode cannot be used with the Saddle Stitch, Multi-Page Enlargement, Two-page Separation, Image Combination, Booklet, or Transparency Interleaving mode.
- Make sure to place originals with a horizontal (landscape) orientation, such as LTRR, horizontally. If these originals are placed vertically, the back side of the copy is printed upside down.

1 **Place your originals in the feeder → press [Two-sided].**
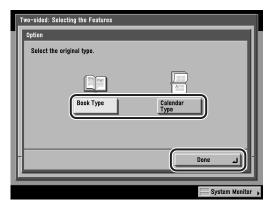
2 **Press [2▶1-Sided].**

To set the orientation of the originals, press [Option] → select the orientation of the originals → press [Done].

Details of each item are shown below.

[Book Type]:   The front and back sides of the original have the same top-bottom orientation.

[Calendar Type]: The front and back sides of the original have opposite top-bottom orientations.

The display returns to the Two-sided feature selection screen.

3 Press [OK].
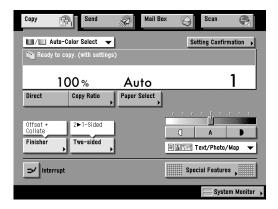
The display returns to the Copy Basic Features screen, and <2►1-Sided> is displayed above [Two-sided].

4 Press ⊙ (Start).

Copying starts.

- To cancel this setting, press [Two-sided] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press ⊚ (Reset).
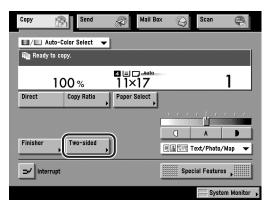
Book to 2-Sided

This feature enables you to make two-sided copies from facing pages, or from the front and back sides of a page in bound originals, such as books and magazines.

🖐 IMPORTANT

- The Book▶2-Sided mode cannot be used with the Saddle Stitch, Multi-Page Enlargement, Two-page Separation, Cover/Sheet Insertion, Image Combination, Binding Erase, Different Size Originals, Booklet, Transparency Interleaving, Image Repeat, or Area Designation mode.
- Only LTR paper can be used for Book▶2-Sided copying.
- If you select [Front/Back Two-sided], the front side of the first two-sided page and the back side of the last two-sided page are left blank. (The machine's counter does not count the blank pages as copies.)
- Place your original on the platen glass. The Book▶2-Sided mode cannot be used when the original is placed in the feeder.
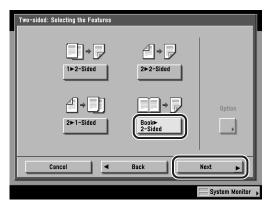
*1* **Place your original on the platen glass → press [Two-sided].**
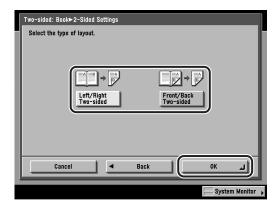
To make copies in the correct page order, begin copying from the first open page of the book or bound original.

Place your original face down, making sure that its top edge is aligned with the back edge of the platen glass (by the arrow in the top left corner).

2 Press [Book▶2-Sided] → [Next].

3 Select the desired type of two-sided layout → press [OK].
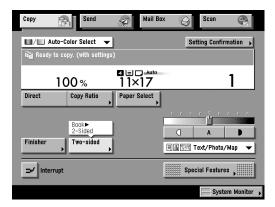
Details of each item are shown below.

[Left/Right Two-sided]: The facing pages of a book or bound original are copied on the front and back sides of a single sheet of paper.

[Front/Back Two-sided]: The front and back sides of the left page, or the front and back sides of the right page, are copied on the front and back sides of a single sheet of paper.

The display returns to the Copy Basic Features screen, and <Book▶2-Sided> is displayed above [Two-sided].

4 Press ⊚ (Start).

To copy the next two facing pages, turn the page of the original → place your original on the platen glass → press ⊚ (Start).

Scanning starts.

🖐 IMPORTANT

If the original contains fine text or print, such as a map, the machine may need to read or scan the document several times. Do not remove the original from the platen glass until scanning is complete.

5 When scanning is complete, press [Done].

Copying starts.

✐ NOTE

- To cancel this setting, press [Two-sided] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press ⊚ (Reset).

Changing Color Modes

This machine comes with the Automatic Color Selection mode, which recognizes whether an original is in color or black-and-white, and then automatically switches between the Full Color mode and Black mode. You can also manually switch between the Full Color and Black modes whenever necessary.

✎ NOTE
- The default setting is 'Auto-Color Select'.
- If you set the Single Color mode or select [Retro Photo Image] in the One Touch Color mode, the color mode is automatically set to 'Single Color'.
- If you set the Multi-Page Enlargement mode while the color mode is set to 'Auto-Color Select', the color mode is automatically set to 'Full Color'.

Automatic Color Selection

If the Auto-Color Select mode is selected, the machine automatically recognizes whether the original is in color or black-and-white. Color originals are copied in the Full Color mode, while black-and-white originals are copied in the Black mode.

🖑 IMPORTANT
When the Auto-Color Select mode is set and your originals contain color sections, the machine copies them in the Full Color mode. However, the machine may copy the color originals in the Black mode under the following conditions. To avoid this, set the color mode to 'Full Color'. (See "Full Color," on p. 2-87.)
- If the originals contain few color sections
- If the color sections are located only on the left side (within 3/8" (10 mm) from the left edge) of the originals when placing the originals in the feeder
- If the originals contain light color densities
- If the color sections of the originals are close to black

1 Place your originals → press the color selection drop-down list → press [Auto-Color Select].

Color Selection

2 Press ⊙ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⊙ (Start) once for each original. When scanning is complete, press [Done].

Copying starts.

NOTE

To cancel all settings and return the machine to the Standard mode, press ⊙ (Reset).

Full Color
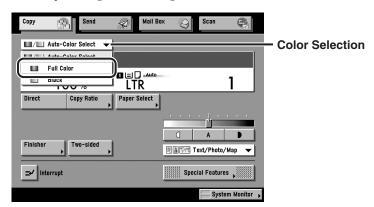
The Full Color mode always copies in color regardless of whether the original is in color or black-and-white.

If you select [Auto-Color Select], originals that contain few color sections or originals with light color densities and colors close to black, may be copied in the Black mode. In this case, select the Full Color mode manually.

NOTE

If a black-and-white original is copied in the Full Color mode, it is counted as a color copy.

1 Place your originals → press the color selection drop-down list → press [Full Color].

Color Selection

2 Press ⊚ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⊚ (Start) once for each original. When scanning is complete, press [Done].

Copying starts.

✎ NOTE
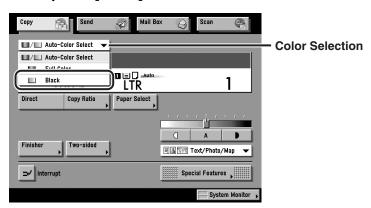
To cancel all settings and return to the machine to the Standard mode, press ⊚ (Reset).

Black

The Black mode always copies in black-and-white regardless of whether the original is in color or black-and-white.

1 **Place your originals → press the color selection drop-down list → press [Black].**

Color Selection

2 **Press ⊙ (Start).**

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⊙ (Start) once for each original. When scanning is complete, press [Done].

Copying starts.

✎ NOTE

To cancel all settings and return the machine to the Standard mode, press ⊙ (Reset).

2

Basic Copying Features

Special Copying Features - Document Layout

3
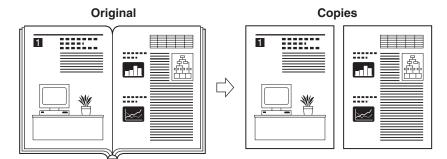
This chapter describes the special copying features for document layout.

Two-Page Separation

This mode enables you to copy facing pages in a book or bound original to fit onto separate pages.

Original   **Copies**
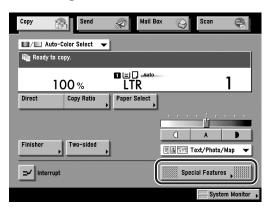
🛑 IMPORTANT

- The Two-page Separation mode cannot be used with the Saddle Stitch, Multi-Page Enlargement, Two-sided, Cover/Sheet Insertion, Image Combination, Booklet, Transparency Interleaving, Different Size Originals, Binding Erase, Image Repeat, or Area Designation mode.
- Place your original on the platen glass. The Two-page Separation mode cannot be used when the original is placed in the feeder.

✎ NOTE
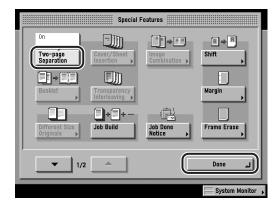
To make two-sided copies of books or bound originals, use the Book▶2-Sided copying feature of the Two-sided mode. (See "Book to 2-Sided," on p. 2-83.)

1 Place your original on the platen glass → press [Special Features].

To make copies in the correct page order, begin copying from the first open page of the book or bound original. Place your originals face down, making sure that their top edge is aligned with the back edge of the platen glass (by the arrow in the top left corner).

2 Press [Two-page Separation] → [Done].

The selected mode is set, and the display returns to the Copy Basic Features screen.

✐ NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

3 Press ⊙ (Start).

To scan the next two facing pages, turn the page of the original → place your originals on the platen glass → press ⊙ (Start).

Scanning starts.

👆 IMPORTANT

If the original contains fine text or print, such as a map, the machine may need to read or scan the document several times. Do not remove the original from the platen glass until scanning is complete.

4 When scanning is complete, press [Done].

Copying starts.

✎ NOTE
- To cancel this setting, press [Special Features] → [Two-page Separation].
- To cancel all settings and return the machine to the Standard mode, press ⊙ (Reset).

Cover/Sheet Insertion

This mode enables you to set the machine to automatically add front and back covers, and sheet insertions or chapter pages using a different type of paper from that used for the copies. In addition, you can decide whether the front and back covers, and the sheet insertions are copied on as well. Chapter pages are always copied on.

IMPORTANT

- The Cover/Sheet Insertion mode cannot be used with the Automatic Paper Selection, Group, Offset Group, Rotate Collate, Rotate Group, Saddle Stitch, Multi-Page Enlargement, Book▶2-Sided, Two-page Separation, Image Combination, Booklet, Transparency Interleaving, Image Repeat, or Mirror Image mode.
- If you select the Staple mode when the optional Finisher-P1 is attached, you cannot staple more than 50 sheets of LTR paper, or 30 sheets of 11" x 17", LGL, or LTRR paper, including sheet insertions.
- If you select the Staple mode when the optional Finisher-Q1 or Saddle Finisher-Q2 is attached, you cannot staple more than 50 sheets of LTR paper, or 30 sheets of 11" x 17", LGL, or LTRR paper, including sheet insertions.

NOTE

- If you are copying on the front cover, back cover, or sheet insertions, these sheets are included in the count of the total number of copies made. If these sheets are left blank, however, the machine's counter does not count them as copies.
- If you are adding chapter pages, these sheets are included in the count of the total number of copies made, since chapter pages are always copied on.

■ Front Cover
This setting adds a front cover sheet to each set of copies. You may also copy on the front cover sheet.
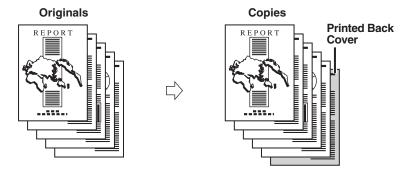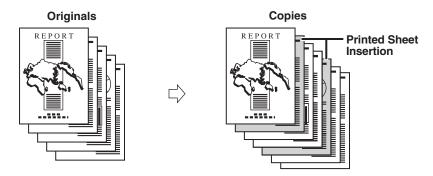
■ Back Cover

This setting adds a back cover sheet to each set of copies. You may also copy on the back cover sheet.

Originals

Copies

Printed Back Cover
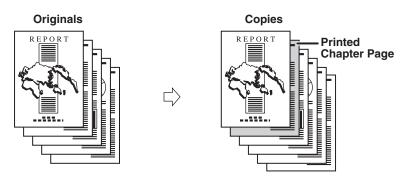
■ Sheet Insertion

This setting inserts a sheet of paper between copies. This feature is useful when you want to use a blank sheet to help sort out the copies. You may also copy on the sheet insertions.

Originals

Copies

Printed Sheet Insertion
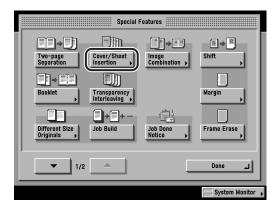
■ Chapter Page

This setting adds chapter pages into the copies. Since the chapter page is always copied on one side, this feature is useful when you want to organize the copies by chapter.

Originals

Copies

Printed Chapter Page
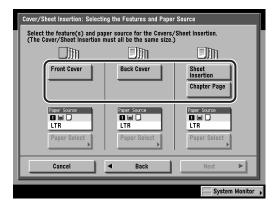
1 **Place your originals → press [Special Features] → [Cover/ Sheet Insertion].**

$\oslash$ NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

2 **Select the desired Cover/Sheet Insertion feature.**
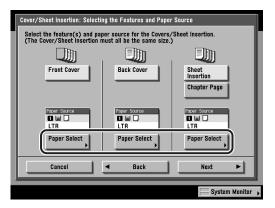
You cannot select the [Sheet Insertion] and [Chapter Page] features at the same time.

$\oslash$ NOTE
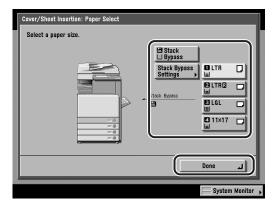
To cancel a selected feature, press that key again.

3 Press [Paper Select] for each selected feature.
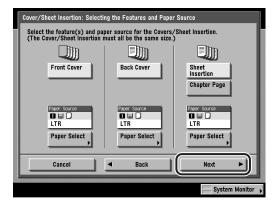
4 Select the paper source → press [Done].

🖑 IMPORTANT
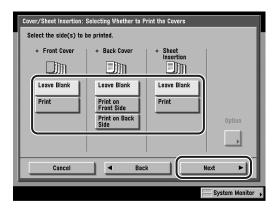
- Select the same size paper for [Front Cover], [Back Cover], and [Sheet Insertion] (or [Chapter Page]).
- If you try to set a different paper size for one feature, the paper sizes for the other features are automatically changed to the new paper size. However, if you are only changing the paper source with the same paper size, the settings for the other features will not change.

5 Press [Next].
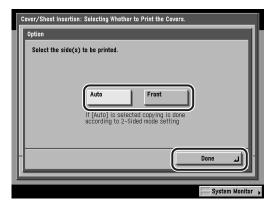
If only [Chapter Page] is selected, press [next] → proceed to step 7.

6 Select whether to copy on the front cover, back cover, or sheet insertion → press [Next].

If either [Sheet Insertion] or [Chapter Page] is not selected, press [OK] → proceed to step 8.

If the Two-sided mode is set, and [Sheet Insertion] or [Chapter Page] is not selected, and you want to print on the cover(s), press the appropriate print key under the selected cover feature(s) ➞ press [Option] ➞ select the side to copy on ➞ press [Done].
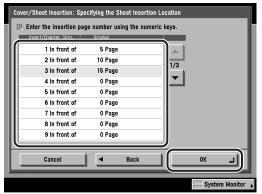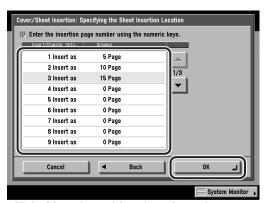
✐ NOTE
- The screens that appear on your machine may differ from those shown here, depending on the setting in step 2.
- A chapter page is always copied on only one side.
- If you select [Leave Blank] for the front and/or back cover, the machine inserts a sheet of paper from the paper source that you selected in step 4 to be used as the copy's front and/or back cover.
  - If you are using paper that already has printing on it (e.g., company logo) as your front and/or back cover, then you must select [Leave Blank]. Otherwise, the machine will copy your original's first or last page on the preprinted paper.
- If you select [Print] for the front cover, the machine inserts a sheet of paper from the paper source that you selected in step 4, and prints your original's first page on it. This will then be used as the copy's front cover.
- If you select [Print on Front Side] or [Print on Back Side] for the back cover, the machine inserts a sheet of paper from the paper source that you selected in step 4, and prints your original's last page on either its front or back side. This will then be used as the copy's back cover.

7 Specify where the sheet insertions or chapter pages should be added → press [OK].

[Leave Blank] is selected for sheet insertions.

[Print] is selected for sheet insertions, or [Chapter page] is selected.

Use ⓪ - ⑨ (numeric keys) to specify where the pages should be inserted.

📤 IMPORTANT

You cannot set the sheet insertion position or chapter page on the first page. Set the position starting from the second page.

✎ NOTE

- You can insert up to 20 sheet insertions or chapter pages.
- If you want to insert 10 or more sheets, press [▼] to scroll down one page → continue with your settings.
- To cancel a specific sheet insertion page setting, press [▼] or [▲] → press the desired page → press ⓒ (Clear).

Special Copying Features - Document Layout

8 Press [Done].

The selected mode is set, and the display returns to the Copy Basic Features screen.

9 Press ⊚ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⊙ (Start) once for each original. When scanning is complete, press [Done].

Copying starts.

✎ NOTE
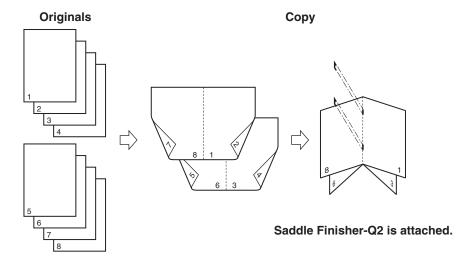
- To cancel this setting, press [Special Features] → [Cover/Sheet Insertion] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press ⊘ (Reset).

Booklet Mode
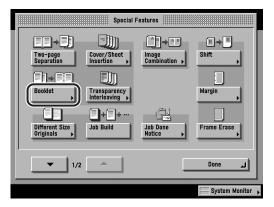
This mode enables you to copy one-sided or two-sided originals in such a way that the copies are made into a booklet.

Originals　　　　　　　　　　　　　　**Copy**

Saddle Finisher-Q2 is attached.

🖐 IMPORTANT

- The Booklet mode cannot be used with the Stack Bypass Settings (2nd Side of 2-Sided Page), Entire Image, Multi-Page Enlargement, Automatic Paper Selection, Finisher, Two-sided, Two-page Separation, Cover/Sheet Insertion, Shift (No. Key Entry), Image Combination, Transparency Interleaving, Margin, Different Size Originals, Frame Erase, Image Repeat, Mirror Image, or Area Designation mode.
- Make sure to place originals with a vertical (portrait) orientation vertically. If these originals are placed horizontally, the even numbered pages will be printed upside down.
- Saddle stitching is not performed if there is only one output sheet.
- Saddle stitching can be performed only if the optional Saddle Finisher-Q2 is attached.
- The accuracy of folds created in the Saddle Stitch mode may vary, depending on the type and quantity of paper.

Special Copying Features - Document Layout
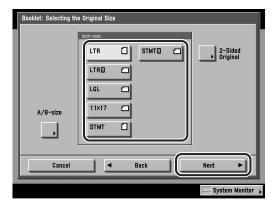
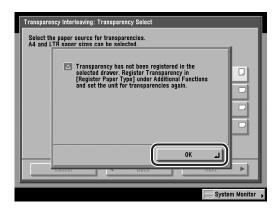# 1 Place your originals → press [Special Features] → [Booklet].
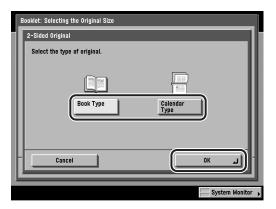
$\mathcal{D}$ NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

2 Select the original size → press [Next].

If the original is two-sided, press [2-Sided Original] → select the type of two-sided original → press [OK] → [Next].

Details of each item are shown below.

[Book Type]: The front and back sides of the original have the same top-bottom orientation.

[Calendar Type]: The front and back sides of the original have opposite top-bottom orientations.

✎ NOTE

• [2-Sided Original] is available only if the optional Feeder (DADF-L1) is attached.

• To select an A or B series paper size, press [A/B-size].

• [2-Sided Original] cannot be selected if STMTR is the selected original size.
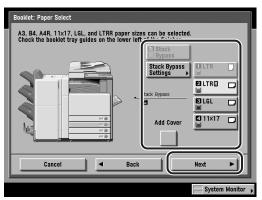
3 Select the desired paper size → press [Next].
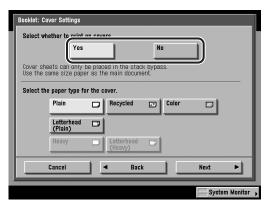
The optional Saddle Finisher-Q2 is attached.
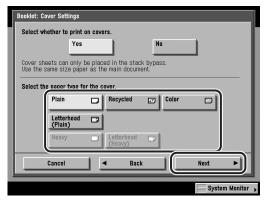
Only 11" x 17", LGL, or LTRR paper can be used for the Booklet mode.

● **If you want to add a cover:**

❑ Press [Add Cover] → [Next].

❑ Select whether to copy on the cover page.

Booklet: Cover Settings

Select whether to print on covers.

| Yes | No |

Cover sheets can only be placed in the stack bypass.
Use the same size paper as the main document.

Select the paper type for the cover.

Plain	Recycled	Color
Letterhead (Plain)		
Heavy	Letterhead (Heavy)	

| Cancel | ◀ Back | Next ▶ |

System Monitor ▶

❑ Select the desired paper type for the cover page → press [Next].

Booklet: Cover Settings

Select whether to print on covers.

| Yes | No |

Cover sheets can only be placed in the stack bypass.
Use the same size paper as the main document.

Select the paper type for the cover.

Plain	Recycled	Color
Letterhead (Plain)		
Heavy	Letterhead (Heavy)	

| Cancel | ◀ Back | Next ▶ |

System Monitor ▶
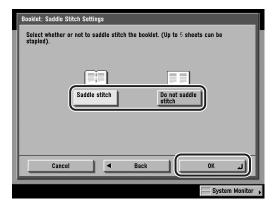
If the optional Saddle Finisher-Q2 is not attached, press [OK] → proceed to step 6.

- You must select the same paper size for the cover page as that used for copying the main document.
- If you select [No] for <Select whether to print on covers.>, [Heavy] and [Letterhead (Heavy)] can be selected.
- Only 17 to 28 lb bond (64 to 105 g/m^2) paper can be used for the main document.
- Only the following paper can be used for the cover page:

  - If you are printing on the cover: 17 to 28 lb bond (64 to 105 g/m^2)
  - If you are not printing on the cover: 17 to 60 lb bond (64 to 163 g/m^2)

- If you select [Add Cover], you cannot feed the paper used for copying the main document through the stack bypass.
- When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.

NOTE

- The cover page can be copied only on the front.
- You must load the paper for the cover page face down in the stack bypass.

4 Select whether to saddle stitch the booklet → press [OK].

The selected mode is set.

✎ NOTE
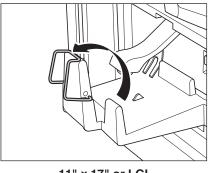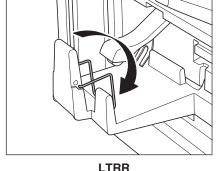
- If the number of sheets is 16 or more, the booklet cannot be saddle stitched.
- The number of saddle stitched booklets that the booklet tray can hold depends on the number of sheets that each booklet contains.

  - 1 to 5 sheets: 25 sets
  - 6 to 10 sheets: 15 sets
  - 11 to 15 sheets: 10 sets

- If you select [Add Cover], the maximum number that the booklet tray can hold is 10 sets.
- Saddle stitching is not performed if there is only one output sheet.
- If you set the Booklet mode, the Center Shift mode is also automatically set.

5 Set the Booklet Tray guide to match the paper size.

11" x 17" or LGL   **LTRR**

🖑 IMPORTANT

Make sure to set the Booklet Tray guide correctly to match the paper size. Setting the Booklet Tray guide incorrectly may result in a paper jam.

6 Press [Done].

The display returns to the Copy Basic Features screen.

7 Press ⊙ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⊙ (Start) once for each original. When scanning is complete, press [Done].

Copying starts.

3

Special Copying Features - Document Layout

Transparency Interleaving

This mode enables you to automatically add an interleaving sheet of paper between each sheet of transparency that is output. The interleaf sheets protect the copied surface of the transparencies. You can also set to copy the content of the transparencies onto the interleaf sheets.

📭 IMPORTANT

- The Transparency Interleaving mode cannot be used with the Multi-Page Enlargement, Finisher, Two-sided, Two-page Separation, Cover/Sheet Insertion, Image Combination, Booklet, Image Repeat, Mirror Image, or Area Designation mode.
- You cannot make more than one set of copies at a time in the Transparency Interleaving mode.
- Even if an optional finisher is attached, you cannot use any of the Finisher modes with the Transparency Interleaving mode.
- Only LTR is available for the Transparency Interleaving mode.

✎ NOTE
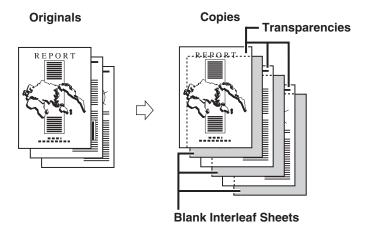
- The machine's counter does not count blank interleaf sheets as copies.
- Regardless of Tray Designation settings, transparencies are output as follows. The Tray Designation settings may vary depending on the optional output units that are attached to the machine. For instructions on using Tray A, B, or C, see Chapter 4, "Customizing Settings," in the *Reference Guide*.
  - Tray B if the optional Finisher-P1 and Copy Tray-J1 are attached
  - Tray C if the optional Inner 2way Tray-C1 and Copy Tray-J1 are attached
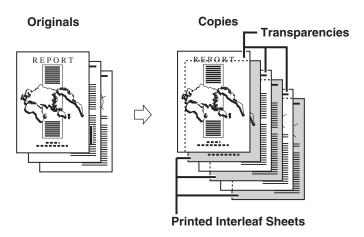
■ **If You Do Not Want to Print on the Interleaf Sheets:**
The [Leave Blank] setting outputs a printed transparency and a blank interleaf sheet alternately.

Originals   **Copies**
                       Transparencies

Blank Interleaf Sheets
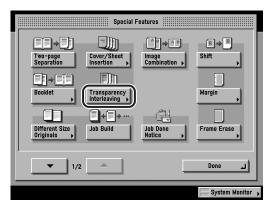
■ **If You Want to Print on the Interleaf Sheets:**
The [Print] setting outputs a printed transparency and a printed interleaf sheet alternately.

Originals   **Copies**
                       Transparencies

Printed Interleaf Sheets

Special Copying Features - Document Layout

3
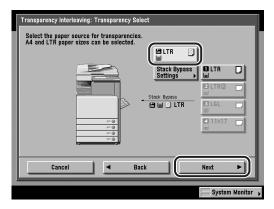
1 **Place your originals → press [Special Features] →
[Transparency Interleaving].**

✐ NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired
setting.

2 **Select the paper source for transparencies → press [Next].**

If the following screen is displayed, press [OK] → perform either of the following procedures in Common Settings (from the Additional Functions screen) (See Chapter 4, "Customizing Settings," in the *Reference Guide*.):
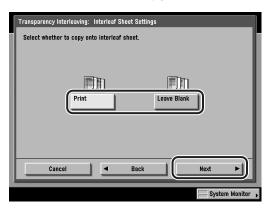
• Set Register Paper Type for the selected paper source to [Transparency].
• Set the paper type setting to [Transparency] if Stack Bypass Standard Settings is set to 'On'.

🖐 IMPORTANT

Make sure that transparencies are loaded into the selected paper source. Loading paper types other than transparencies may result in a paper jam.

3 Select whether to copy on the interleaf sheets → press [Next].

4 Select the paper source for the interleaf sheets → press [OK] → [Done].

The selected mode is set, and the display returns to the Copy Basic Features screen.

✎ NOTE

If you are copying onto the interleaf sheets, these sheets are included in the count of the total number of copies made.

5 Press ⊙ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⊙ (Start) once for each original. When scanning is complete, press [Done].

Copying starts.

✎ NOTE

- The copies are output with the copied side face down, alternating between transparency and interleaf sheet.
- To cancel this setting, press [Special Features] → [Transparency Interleaving] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press ⊙ (Reset).

Image Combination

This mode enables you to automatically reduce two, four, or eight originals, as well as two-sided originals or the facing pages of a book, to fit onto one side or both sides of a selected paper size.

![IMPORTANT icon] IMPORTANT

- The Image Combination mode cannot be used with the Entire Image, Multi-Page Enlargement, Automatic Paper Selection, Saddle Stitch, Two-sided, Two-page Separation, Cover/Sheet Insertion, Shift (No. Key Entry), Booklet, Transparency Interleaving, Different Size Originals, Original Frame Erase, Book Frame Erase, Image Repeat, Mirror Image, or Area Designation mode.
- Originals copied in the Image Combination mode must all be the same size. You cannot use the Image Combination mode with the Different Size Originals mode.

![NOTE icon] NOTE
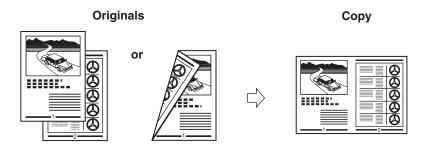
The reduction ratio is automatically set so that the originals fit onto the selected paper size.
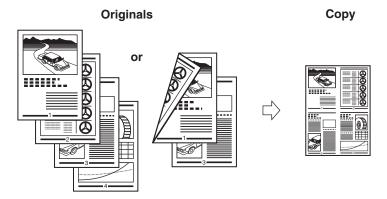
■ **2 On 1**

This setting reduces two 1-sided originals or one 2-sided original to fit onto one side or both sides of the copy sheet.

Originals   **Copy**

3
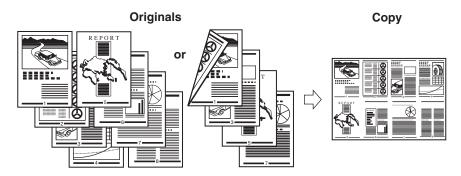
■ **4 On 1**

This setting reduces four 1-sided or two 2-sided originals to fit onto one side or both sides of the copy sheet.

Originals   **Copy**

or
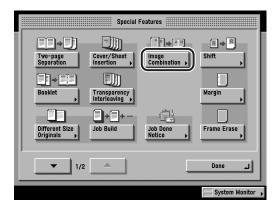
■ **8 On 1**

This setting reduces eight 1-sided or four 2-sided originals to fit onto one side or both sides of the copy sheet.
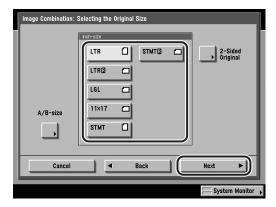
Originals   **Copy**

or

1 **Place your originals → press [Special Features] → [Image Combination].**

✎ NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.
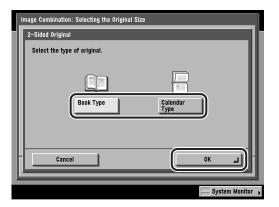
2 **Select the original size → press [Next].**

If you are copying two-sided originals, press [2-Sided Original] → select the type of two-sided original → press [OK] → [Next].

Details of each item are shown below.

[Book Type]: The front and back sides of the original have the same top-bottom orientation.

[Calendar Type]: The front and back sides of the original have opposite top-bottom orientations.

✎ NOTE

- [2-Sided Original] is available only if the optional Feeder (DADF-L1) is attached.
- To select an A or B series paper size, press [A/B-size].
- [2-Sided Original] cannot be selected if STMTR is the selected original size.
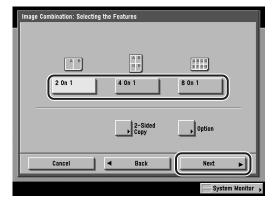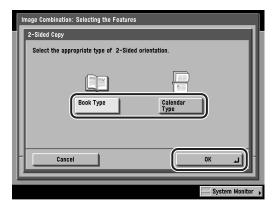
3 **Select the desired Image Combination feature → press [Next].**

Special Copying Features - Document Layout

3

If you want to make two-sided copies, press [2-Sided Copy] → select the type of two-sided orientation → press [OK] → [Next].
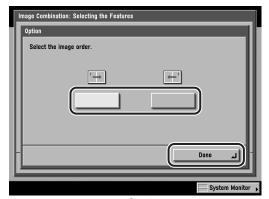
Details of each item are shown below.

[Book Type]: The front and back sides of the copy will have the same top-bottom orientation.
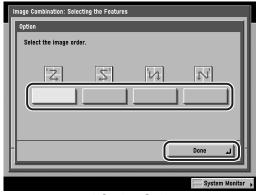
[Calendar Type]: The front and back sides of the copy will have opposite top-bottom orientations.

If you want to specify the image order, press [Option] → select the image order → press [Done] → [Next].

2 On 1
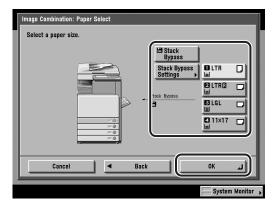
4 On 1, 8 On 1

If you do not change the image order by pressing [Option], the images are printed as follows:

2 On 1: Left → Right

4 On 1 and 8 On 1: Upper Left → Upper Right → Lower Left → Lower Right

4 Select the desired paper size → press [OK] → [Done].

The selected mode is set, and the display returns to the Copy Basic Features screen.

🖐 IMPORTANT

You cannot use Automatic Paper Selection in the Image Combination mode.

✐ NOTE

- The machine automatically selects the copy ratio depending on the selected paper size.
- If you set the Image Combination mode, the Center Shift mode is also automatically set.

5 Press ⊚ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⊚ (Start) once for each original. When scanning is complete, press [Done].

Copying starts.

✎ NOTE
- To cancel this setting, press [Special Features] → [Image Combination] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press ⊚ (Reset).

Special Copying Features - Document Layout

3

Special Copying Features - Image Adjustment

This chapter describes the special copying features for image adjustment.

Shifting the Original Image
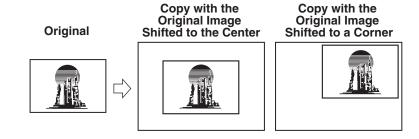
You can make copies with the entire original image shifted to the center or a corner.

✋ IMPORTANT

- The Shift mode cannot be used with the Multi-Page Enlargement, Image Repeat, or Mirror Image mode.
- The Shift (No. Key Entry) mode cannot be used with the Image Combination or Booklet mode, in addition to the modes mentioned above.
- The Shift mode cannot be selected if you set the Different Size Originals mode in combination with the Automatic Paper Selection mode.
- If the original and the copy paper are the same size and the copy ratio is set at 100%, the image of the original is not shifted.
- The default setting is 'Center'.
- If you use the numeric keys to enter the shift position, the original image may be partially cut off on the copy, depending on the size of the original, the size of the copy paper, and the amount of shift specified.
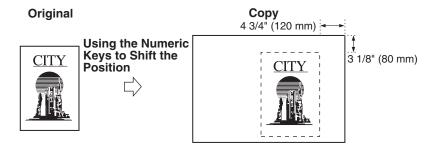
■ Using the Arrow Keys

The [Center/Corner Shift] setting enables you to use the arrow keys on the touch panel display to make copies with the entire original image shifted to the center or a corner.

Original

Copy with the Original Image Shifted to the Center

Copy with the Original Image Shifted to a Corner
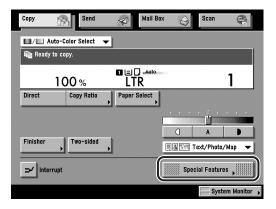
■ **Using the Numeric Keys**

The [No. Key Entry] setting enables you to shift the entire image to a position that you specify using (0) - (9) (numeric keys).

Original   **Copy**

4 3/4" (120 mm)

Using the Numeric Keys to Shift the Position

CITY

⇨

CITY

3 1/8" (80 mm)
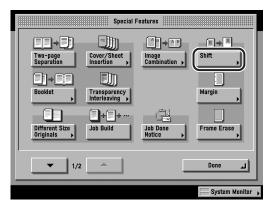
Using the Arrow Keys

1 **Place your originals → press [Special Features].**
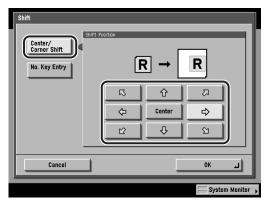
2 Press [Shift].

$\mathscr{D}$ NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

3 Press [Center/Corner Shift] → select the shift direction with an arrow key.

The shift direction is the direction that you want the original image moved to, if you first visualize the original image as being face up and appearing in the center of the copy page.

4 Press [OK] → [Done].

The selected mode is set, and the display returns to the Copy Basic Features screen.

5 Press ⊙ (Start).

Copying starts.

✎ NOTE
- To cancel this setting, press [Special Features] → [Shift] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press ⊙ (Reset).

Using the Numeric Keys

1 Place your originals → press [Special Features] → [Shift].

If necessary, see the screen shots in steps 1 and 2 of "Using the Arrow Keys," on p. 4-3.

✎ NOTE
If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

2 Use numeric keys on the inch entry pop-up screen to enter the shift position.
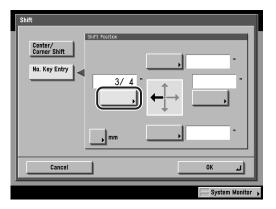
❑ Press [No. Key Entry].

❑ Select the shift direction.

❑ Enter the shift value using the numeric keys on the inch entry pop-up screen.

❑ Press [Done].

✎ NOTE
- To change a value you entered, select the shift direction → enter the correct value using the numeric keys on the inch entry pop-up screen.
- If you make a mistake when entering values, press [C] on the inch entry pop-up screen → enter the correct values.
- To enter values in millimeters, press [mm].
- When entering values in millimeters, you can also use ⊙ - ⑨ (numeric keys), and ⊙ (Clear) to clear your entries.
- If you enter a value outside the setting range, a message prompting you to enter an appropriate value appears on the screen.
- For instructions on entering values in inches, see Chapter 2, "Basic Operations," in the *Reference Guide*.

Special Copying Features - Image Adjustment
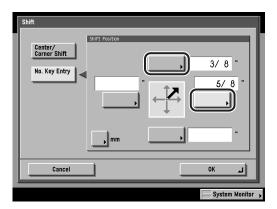
● **Example: To move the original image to the left:**

❑ Press the left [ ].

❑ Enter the shift value.

● **Example: To move the original image in a diagonal direction:**

❑ Press the top [ ].

❑ Enter the shift value.

❑ Press the right [ ].

❑ Enter the shift value.

A diagonal arrow pointing in the direction of the shift appears.

3 **Press [OK] → [Done].**

The selected mode is set, and the display returns to the Copy Basic Features screen.

4 Press ⊙ (Start).

Copying starts.

✎ NOTE
- To cancel this setting, press [Special Features] → [Shift] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press ⊙ (Reset).

Margin Mode

This mode enables you to make copies with the entire original image shifted by a designated width to the left, right, top, or bottom to create a margin on the copies. Use this mode to make copies ready for placement in ring binders.

Original		**Left Margin Selected**	**Right Margin Selected**	**Top Margin Selected**	**Bottom Margin Selected**

🖐 IMPORTANT
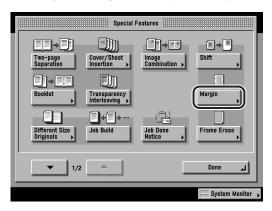
- The Margin mode cannot be used with the Multi-Page Enlargement, Booklet, Image Repeat, or Mirror Image mode.
- The Margin mode shifts the entire original image by the designated width. Therefore, an original whose image extends all the way to the edges of the sheet may be partially cut off on the copy. However, if you specify the Entire Image mode with the Margin mode, the machine automatically changes the copy ratio to ensure that the image is not cut off.

✐ NOTE

You can choose to only create a margin on the back side of a copy. Therefore, originals that already have a margin can be copied in the 1▶2-Sided mode or 2▶1-Sided mode.
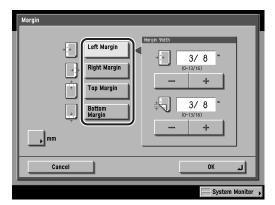
1 Place your originals → press [Special Features] → [Margin].

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

2 Select the desired margin type → enter the margin width.

🖐 IMPORTANT
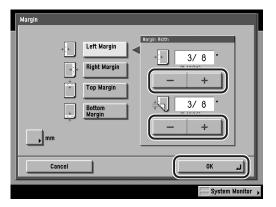
- If you are using the Margin and Two-sided modes together and copying an original that already has a left or right margin, follow the instructions below:

  - 1▶2-Sided: Set the Margin mode for the back only.
  - 2▶2-Sided: You do not need to set the Margin mode. Proceed to make copies in the usual way.
  - 2▶1-Sided: Set the Margin mode for the back only.

- If you are using the Margin and Two-sided modes together and copying an original that does not have a margin, follow the instructions below:

  - 1▶2-Sided: Set the Margin mode for both the front and back.
  - 2▶2-Sided: Set the Margin mode for both the front and back.
  - 2▶1-Sided: Set the Margin mode for both the front and back.

NOTE

- To enter values in millimeters, press [mm].
- The default setting is '3/8" (10 mm)'.

● **If you select [Left Margin] or [Right margin]:**
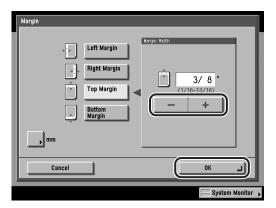
❑ Press [−] or [+] to set the margin width for the front and back (0" to 13/16" or 0 mm to 20 mm) → press [OK] → [Done].

The selected mode is set, and the display returns to the Copy Basic Features screen.

● **If you select [Top Margin] or [Bottom Margin]:**

❑ Press [−] or [+] to set the margin width (1/16" to 13/16" or 1 mm to 20 mm) → press [OK] → [Done].

The selected mode is set, and the display returns to the Copy Basic Features screen.

✐ NOTE

- When entering values in millimeters, you can also use ⓪ - ⑨ (numeric keys), and ⓒ (Clear) to clear your entries.
- You can change the value by pressing [−] or [+], even if you have entered the value using ⓪ - ⑨ (numeric keys).
- If you enter a value outside the setting range, a message prompting you to enter an appropriate value appears on the screen.

3 Press ⊚ (Start).

Copying starts.

✎ NOTE
- To cancel this setting, press [Special Features] → [Margin] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press ⊚ (Reset).

Frame Erase
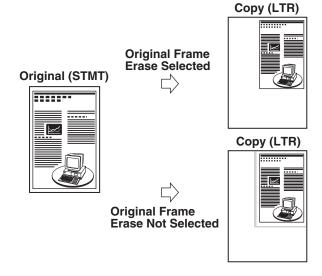
This mode enables you to erase shadows and lines that appear when copying various types of originals. The following three Frame Erase modes are available.

📋 IMPORTANT

Combinations of the three Frame Erase modes cannot be set. If you select one of these modes, the previously set mode is canceled.
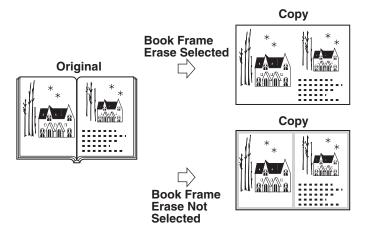
■ **Original Frame Erase**

This mode erases the dark borders and frame lines that appear around the copy if the original is smaller than the selected paper size. You can also use this mode to create a blank border around the edge of the copy.

■ **Book Frame Erase**
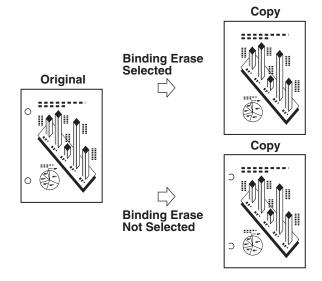
This mode erases the dark borders, as well as center and contour lines that appear if you are copying facing pages in a book or bound original onto a single sheet of paper.

Copy

Book Frame Erase Selected

Original

Copy

Book Frame Erase Not Selected

■ **Binding Erase**

This mode erases the shadows that appear on copies from binding holes on originals.

Copy

Binding Erase Selected

Original

Copy

Binding Erase Not Selected

Original Frame Erase
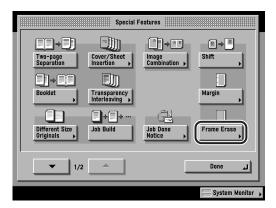
This mode erases the dark borders and frame lines that appear around the copy if the original is smaller than the selected paper size. You can also use this mode to create a blank border around the edge of the copy.

✋ IMPORTANT

The Original Frame Erase mode cannot be used with the Entire Image, Multi-Page Enlargement, Image Combination, Booklet, Image Repeat, Mirror Image, or Area Designation (Framing) mode.

1 **Place your originals → press [Special Features] → [Frame Erase].**

📎 NOTE
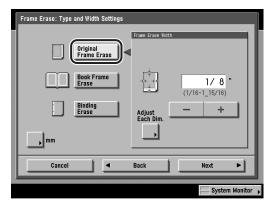
If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

2 Press [Original Frame Erase].

3 Press [–] or [+] to set the frame erase width.
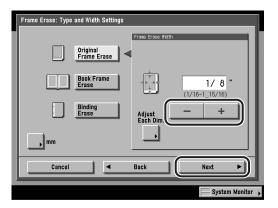
📎 NOTE
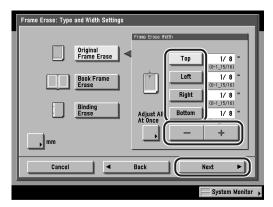
- To enter values in millimeters, press [mm].
- When entering values in millimeters, you can also use ⓪ - ⑨ (numeric keys), and ⓒ (Clear) to clear your entries.
- You can change the value by pressing [–] or [+], even if you have entered the value using ⓪ - ⑨ (numeric keys).
- If you enter a value outside the setting range, a message prompting you to enter an appropriate value appears on the screen.
- The default setting is '1/8" (4 mm)'. The maximum original frame erase width that you can set is '1 15/16" (50 mm)'.

● **If you want to set the same width for all four borders:**

❑ Press [−] or [+] to set the frame erase width → press [Next].

```
Frame Erase: Type and Width Settings

        Original
        Frame Erase          Frame Erase Width

        Book Frame
        Erase                        1/ 8 "
                                  (1/16-1_15/16)
        Binding
        Erase            Adjust
                         Each Dim.      −      +

     ▸ mm                    ▸

     Cancel      ◂  Back          Next  ▸

                                    System Monitor ▸
```
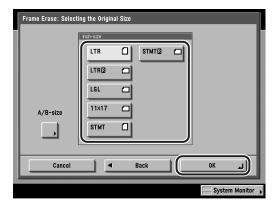
● **If you want to set the top, left, right, and bottom widths independently:**

❑ Press [Adjust Each Dim.].

❑ Select the desired frame erase borders → press [−] or [+] to set their respective frame erase widths → press [Next].

```
Frame Erase: Type and Width Settings

        Original
        Frame Erase          Frame Erase Width

                                  Top       1/ 8 "
        Book Frame                         (0-1_15/16)
        Erase                     Left      1/ 8 "
                                           (0-1_15/16)
        Binding                   Right     1/ 8 "
        Erase            Adjust All          (0-1_15/16)
                         At Once   Bottom    1/ 8 "
     ▸ mm                    ▸        −      +

     Cancel      ◂  Back          Next  ▸

                                    System Monitor ▸
```

To return to the screen for setting the same width for all four borders, press [Adjust All At Once].

4 Select the original size → press [OK] → [Done].

The selected mode is set, and the display returns to the Copy Basic Features screen.

IMPORTANT

You can set the Original Frame Erase mode only for the original paper sizes shown on the touch panel display.

NOTE

To select an A or B series paper size, press [A/B-size].

5 Press ⊚ (Start).

Copying starts.

NOTE

• To cancel this setting, press [Special Features] → [Frame Erase] → [Cancel].
• To cancel all settings and return the machine to the Standard mode, press ⊚ (Reset).

Special Copying Features - Image Adjustment

Book Frame Erase

This mode erases the dark border, as well as center and contour lines that appear if you are copying facing pages in a book or bound original onto a single sheet of paper.

⚠️ IMPORTANT

The Book Frame Erase mode cannot be used with the Entire Image, Multi-Page Enlargement, Image Combination, Booklet, Image Repeat, Mirror Image, or Area Designation (Framing) modes.

1 Place your original on the platen glass → press [Special Features] → [Frame Erase].

If necessary, see the screen shot in step 1 of "Original Frame Erase," on p. 4-14.

📝 NOTE
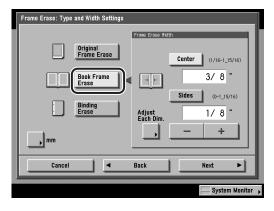
If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

2 Press [Book Frame Erase].
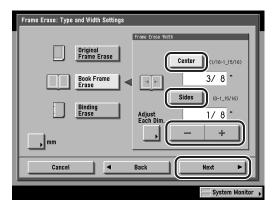
3 Press [−] or [+] to set the frame erase widths.
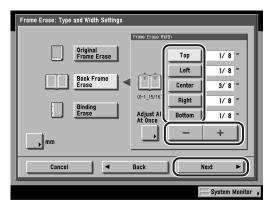
✎ NOTE

- To enter values in millimeters, press [mm].
- When entering values in millimeters, you can also use ⓪ - ⑨ (numeric keys), and ⓒ (Clear) to clear your entries.
- You can change the value by pressing [−] or [+], even if you have entered the value using ⓪ - ⑨ (numeric keys).
- If you enter a value outside the setting range, a message prompting you to enter an appropriate value appears on the screen.
- The default settings are '3/8" (10 mm)' for [Center] and '1/8" (4 mm)' for [Top], [Left], [Right], and [Bottom]. The maximum book frame erase width that you can set is '1 15/16" (50 mm)'.

● **If you want to set the same width for all four borders:**

❑ Press [Center] and [Sides] ➞ press [−] or [+] to set their respective frame erase widths ➞ press [Next].
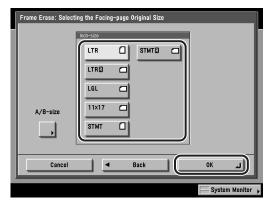
● **If you want to set the top, left, center, right, and bottom widths independently:**

❑ Press [Adjust Each Dim.].

❑ Select the desired frame erase borders ➞ press [−] or [+] to set their respective frame erase widths ➞ press [Next].

To return to the screen for setting the same width for all four borders, press [Adjust All At Once].

4 **Select the size of the bound original when it is open ➞ press [OK] ➞ [Done].**

The selected mode is set, and the display returns to the Copy Basic Features screen.

 IMPORTANT

You can set the Book Frame Erase mode only for the original paper sizes shown on the touch panel display.

5 Press ⦿ (Start).

Copying starts.

NOTE
- To cancel this setting, press [Special Features] → [Frame Erase] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press
  ⦿ (Reset).

4

Special Copying Features - Image Adjustment

Binding Erase

This mode erases the shadows that appear on copies from binding holes on originals.

✋ IMPORTANT

- The Binding Erase mode cannot be used with the Entire Image, Multi-Page Enlargement, Book▶2-Sided, Two-page Separation, Booklet, Image Repeat, Mirror Image, or Area Designation (Framing) mode.
- Do not place originals with binding holes in the feeder, as this may damage the originals.
- If you are using the Binding Erase mode, the borders you do not select are also erased by 1/8" (4 mm).

1 **Place your original on the platen glass → press [Special Features] → [Frame Erase].**

If necessary, see the screen shot in step 1 of "Original Frame Erase," on p. 4-14.

✐ NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.
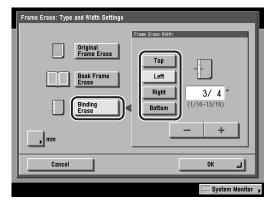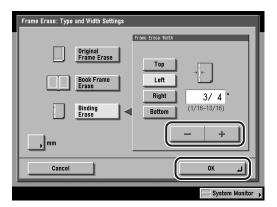
2 **Press [Binding Erase] → select the border where the binding holes are located.**

The border is where the binding holes are located on the original, if you visualize the original as being face up.

3 Press [−] or [+] to set the frame erase width → press [OK] → [Done].

The selected mode is set, and the display returns to the Copy Basic Features screen.

✎ NOTE

- To enter values in millimeters, press [mm].
- When entering values in millimeters, you can also use ⓪ - ⑨ (numeric keys), and ⓒ (Clear) to clear your entries.
- You can change the value by pressing [−] or [+], even if you have entered the value using ⓪ - ⑨ (numeric keys).
- If you enter a value outside the setting range, a message prompting you to enter an appropriate value appears on the screen.
- The default setting is '3/4" (18 mm)'. The maximum binding erase width that you can set is '13/16" (20 mm)'.

4 Press ⊙ (Start).

Copying starts.

🖑 IMPORTANT

If the original contains fine text or print, such as a map, the machine may need to read or scan the document several times. Do not remove the original from the platen glass until scanning is complete.

✎ NOTE

- To cancel this setting, press [Special Features] → [Frame Erase] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press ⊙ (Reset).

Special Copying Features - Scan Settings and Notifications

5

CHAPTER

This chapter describes the scan settings and notification settings.

Different Size Originals

This mode enables you to copy different size originals together.

✋ IMPORTANT
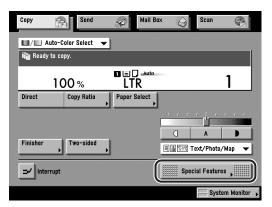
- The Different Size Originals mode cannot be used with the Multi-Page Enlargement, Book▶2-Sided, Two-page Separation, Image Combination, Booklet, or Image Repeat mode.
- If the originals are placed in the feeder, make sure that the different size originals are of the same weight (paper type).
- Align the top edge of the originals with the back edge of the feeder if you are placing originals with different widths.
- Set different size originals with different widths and lengths in the following combinations. Other combinations may damage the originals.
  - 11" x 17" and LGL, LTR and LGL, LTR and LTRR.
- If you place originals with different widths in the feeder, the originals may move slightly when fed to the platen glass. As a result, the images may be scanned and copied as slanted.
- If the Different Size Originals mode is set in combination with the Shift mode or the Cover/Sheet Insertion mode, you cannot use the Automatic Paper Selection mode.
- Stapling cannot be performed if you place originals with different widths.
- If the Different Size Originals mode is set, Auto Orientation is not performed.
- If the Different Size Originals mode is set, the scanning speed is slower than normal.
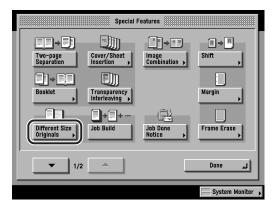
✎ NOTE

If the Different Size Originals mode is used with the 1▶2-Sided mode, the copies are output as one-sided copies on paper of their respective sizes if the originals for the front and back sides of a two-sided copy are different in size.

1 Place your originals → press [Special Features].
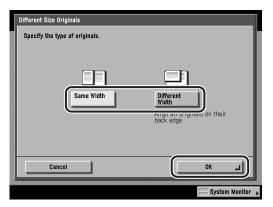
2 Press [Different Size Originals]

$\oslash$ NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

3 Select the type of originals → press [OK] → [Done].

If you are placing originals with the same width, press [Same Width].

If you are placing originals with different widths, press [Different Width].

The selected mode is set, and the display returns to the Copy Basic Features screen.

4 Press ⊙ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⊙ (Start) once for each original. When scanning is complete, press [Done].

Copying starts.

✐ NOTE
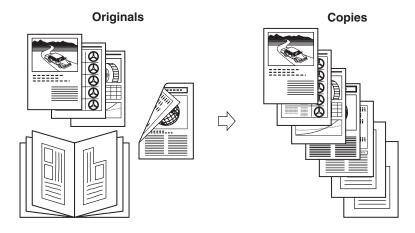
- To cancel this setting, press [Special Features] → [Different Size Originals] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press ⊙ (Reset).

Job Build

This mode enables you to scan originals that are too many to be placed at once, by dividing them into multiple batches. You can use both the feeder and the platen glass for scanning. The originals are printed as one document after all of the batches have been scanned.

Originals　　　　　　　**Copies**
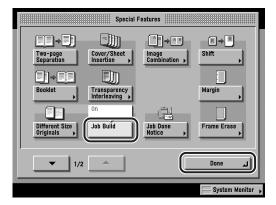
✋ IMPORTANT
- The Job Build mode cannot be used with the Multi-Page Enlargement mode.
- You cannot change the copy settings while the machine is scanning originals in the Job Build mode. You need to set the necessary copy settings beforehand, according to the type of originals or the desired Finisher mode.
- You can change or specify the following settings before scanning the next batch of originals (i.e., between batches): the number of copies, Two-sided Original mode, original type, copy exposure, color mode, and copy ratio. However, if you specify the Image Combination mode with the Job Build mode, you cannot change the copy exposure, original type, color mode, and copy ratio.
- If you place your originals in the feeder, remove the originals from the original output area when the scanning of each batch is complete.

- If you place different size originals in the feeder, set the Different Size Originals mode.
- If you want to copy one-sided and two-sided originals as two-sided copies, divide the originals into one-sided and two-sided batches. For example, if the first batch of originals to be copied consists of two-sided originals, set the Two-sided Original mode. Thereafter, you have to manually set or cancel the Two-sided Original mode for each batch of originals that you scan.
- It is useful to store originals in an inbox first and print them later using the Merge Documents mode if you cannot prepare the originals at one time, or if you want to specify different settings for each original. (See Chapter 5, "Using/Arranging Documents Stored in an Inbox," in the *Mail Box Guide*.)

1 Place your first batch of originals → press [Special Features].

If necessary, see the screen shot in step 1 of "Different Size Originals," on p. 5-2.

2 Press [Job Build] → [Done].

The selected mode is set, and the display returns to the Copy Basic Features screen.

✐ NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

3 Press ⊙ (Start).

Scanning starts.
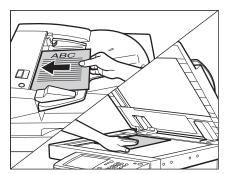
✐ NOTE

To cancel scanning, press [Cancel] or △ (Stop).

4 When scanning is complete, place your next batch of originals → press ⊙ (Start).

If you want to change the scan settings, change them before pressing ⊙ (Start).

You can change the copy exposure and the original type setting. (See "Copy Exposure and Original Type Settings," on p. 2-17.)

You can change the number of copy sets. (See "Copy Quantity," on p. 2-3.)
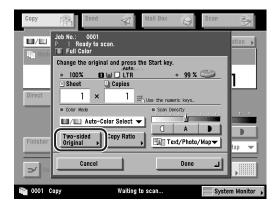
You can change the color mode setting. (See "Changing Color Modes," on p. 2-86.)

You can change the copy ratio setting. (See "Changing the Copy (Zoom) Ratio," on p. 2-24.)
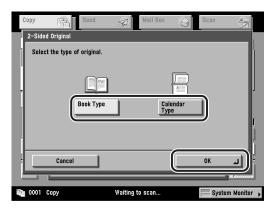
You can change the one-sided or two-sided original setting. (See "Two-Sided Copying," on p. 2-73.)

● If the original is two-sided:

❏ Press [Two-sided Original].

Special Copying Features - Scan Settings and Notifications

❑ Select the type of two-sided original → press [OK].

Details of each item are shown below.

[Book Type]: The front and back sides of the original have the same top-bottom orientation.

[Calendar Type]: The front and back sides of the original have opposite top-bottom orientations.

Do not forget to set or cancel the Two-sided Original mode, according to the type of originals you place next.

To cancel the Two-sided Original mode, press [Two-sided Original] → [Cancel].

Repeat this step as necessary.

🖐 IMPORTANT
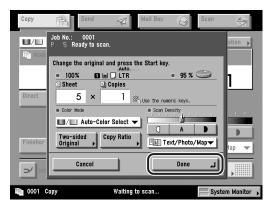
If the original contains fine text or print, such as a map, the machine may need to read or scan the document several times. Do not remove the original from the platen glass until scanning is complete.

✐ NOTE

[Two-sided Original] is available only if the optional Feeder (DADF-L1) is attached.

5 After the last batch of originals is scanned, press [Done].

Copying starts.

✏ NOTE
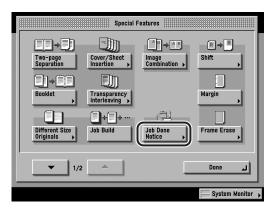
- To cancel this setting, press [Special Features] → [Job Build].
- To cancel all settings and return the machine to the Standard mode, press ⊚ (Reset).

Job Done Notice

This mode enables you to set the machine to notify you through e-mail when the current copy job is done. This is especially useful when you are waiting in line for a large copy job to complete.

📛 IMPORTANT
- The Job Done Notice can be set only if the optional Color Universal Send Kit and Resolution Switching Board are installed.
- To be able to set the Job Done Notice mode, you must first store your e-mail address in the Address Book. (See Chapter 10, "Storing/Editing Address Book Settings," in the *Sending and Facsimile Guide*.)

1 Place your originals → press [Special Features] → [Job Done Notice].

✎ NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.
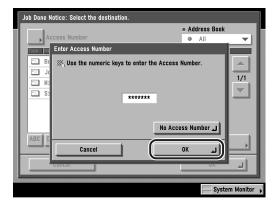
2 If you want to select a destination managed with the Access Number Management mode, press [Access Number].

If you want to select a destination that is not managed with the Access Number Management mode, or if the Access Number Management mode is not set to 'On', proceed to step 4.

📎 NOTE
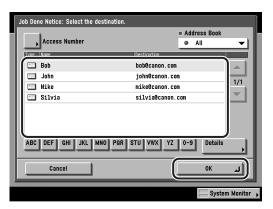
To display the [Access Number] key, set Access Number Management to 'On'. To access the Access Number Management mode, press ⊚ (Additional Functions) → [System Settings] → [Manage/Access to Address Book] → [Access Number Management]. (See Chapter 11, "System Manager Settings," in the *Sending and Facsimile Guide*.)

3 Enter the access number for the selected destination using ⓪ - ⑨ (numeric keys) → press [OK].

If you press [No Access Number], the destinations that are not managed with the Access Number Management mode are displayed.

If you press [Cancel], the display returns to the screen that was displayed before pressing [Access Number].

4 Select the destination of the job done notice → press [OK] → [Done].

If the desired destination is not displayed, press [▼] or [▲] to scroll to the desired destination.

The selected mode is set, and the display returns to the Copy Basic Features screen.

✎ NOTE

- For instructions on selecting a destination, see Chapter 2, "Basic Sending Methods," in the *Sending and Facsimile Guide*.
- You cannot select multiple destinations at one time.

5 Press ⓞ (Start).

Copying starts.

Once copying is complete, a job done notice is sent to the selected destination.

✎ NOTE

- To cancel this setting, press [Special Features] → [Job Done Notice] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press ⓞ (Reset).

Special Copying Features - Image Editing

CHAPTER

This chapter describes the special copying features for image editing.

Using Image Creation Modes

The Image Creation modes enable you to rearrange the images of originals for the effect that you want. The following three types of Image Creation modes are available:

■ Nega/Posi

This mode enables you to make copies of the original image by inverting the hues and gradations.

Original　　　　　　　　　　　**Copy**

■ Image Repeat

This mode enables you to repeatedly copy the entire original image in either the vertical or horizontal direction. The following two settings are available for the Image Repeat mode:

• Automatic Setting
The original image is copied so that the maximum possible number of repeats fit onto the selected paper size.

Original　　　　　　　　　　　**Copy**
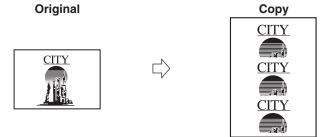
Special Copying Features - Image Editing

6

• Manual Setting
The original image is copied the specified number of times.

Original

Copy

CITY

CITY
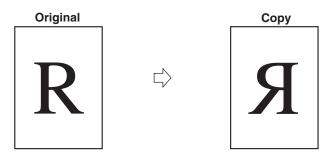
**Example: If '3 times' is specified,
images overlap when copied.**

■ **Mirror Image**
This mode enables you to copy the original image reversed, as if it were a reflection in a mirror.
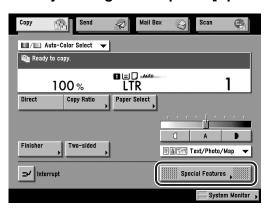
Original

Copy

R

Я
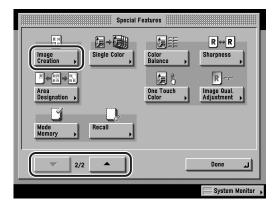
Inverting Images (Nega/Posi)

This mode enables you to make copies of the original image by inverting the hues and gradations.

1 **Place your originals → press [Special Features].**
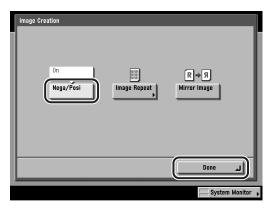
2 **Press [▼] or [▲] until [Image Creation] appears → press [Image Creation].**

3 Press [Nega/Posi] → [Done] → [Done].

The selected mode is set, and the display returns to the Copy Basic Features screen.

4 Press ⊙ (Start).

Copying starts.

✎ NOTE

• To cancel this setting, press [Special Features] → [▼] → [Image Creation] → [Nega/Posi].

• To cancel all settings and return the machine to the Standard mode, press ⊘ (Reset).

Image Repeat

This mode enables you to repeatedly copy the entire original image in either the vertical or horizontal direction. The following two settings are available for the Image Repeat mode.

🖐 IMPORTANT

• To use Area Designation (Framing) with the Image Repeat mode, first specify the Image Repeat mode, and then designate the desired area. Only one area can be designated.

• If the number of times the image to be repeated is set to too many or the designated area is too small, the color original may be scanned in the Black mode, even if the color mode is set to 'Auto-Color Select'.
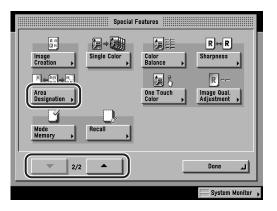
■ Automatic Setting

The original image is copied so that the maximum possible number of repeats fit onto the selected paper size.

🖐 IMPORTANT

The Image Repeat (Auto) mode cannot be used with the Automatic Paper Selection, Auto Zoom, Auto XY Zoom, Entire Image, Multi-Page Enlargement, Book▶2-Sided, Two-page Separation, Cover/Sheet Insertion, Image Combination, Shift, Booklet, Transparency Interleaving, Margin, Different Size Originals, Frame Erase, Mirror Image, or Area Designation (Blanking) mode.

■ Manual Setting
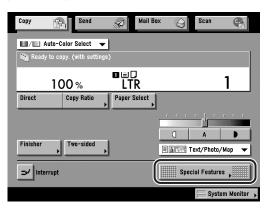
The original image is copied the specified number of times.

🖐 IMPORTANT

The Image Repeat (Manual) mode cannot be used with the Entire Image, Multi-Page Enlargement, Book▶2-Sided, Two-page Separation, Cover/Sheet Insertion, Image Combination, Shift (No. Key Entry), Booklet, Transparency Interleaving, Margin, Different Size Originals, Frame Erase, Mirror Image, or Area Designation (Blanking) mode.

1 Place your originals → select the desired paper size/type → press [Special Features].
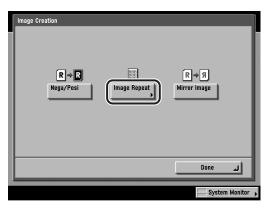
If you are designating the area to repeat using the edit pen, place the original on the platen glass.

To copy multiple originals using the same designated area, remove the original from the platen glass after specifying the area (after completing step 6), and then place all of the originals in the feeder.
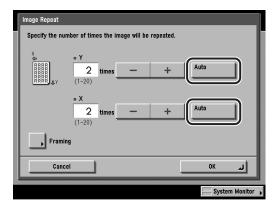
2 Press [▼] or [▲] until [Image Creation] appears → press [Image Creation].

If necessary, see the screen shot in step 2 of "Inverting Images (Nega/Posi)," on p. 6-4.

3 Press [Image Repeat].

4 Set the number of times that you want the image to repeat for both the vertical and horizontal directions.

● If you want to set the number of repeats automatically:

❏ Press [Auto].
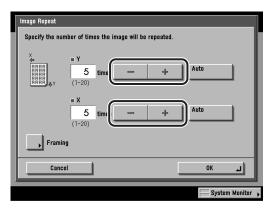
The default setting is 'Auto'. If [Auto] is already selected, this step is not necessary.

The original image is copied so that the maximum possible number of repeats fit onto the selected paper size.

● **If you want to set the number of repeats manually:**

❑ Press [–] or [+] to set the number of times that you want the image to repeat.
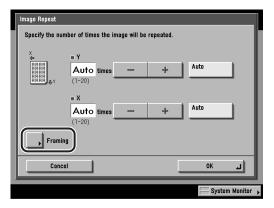
You can set the number of repeats from 1 to 20.

🖐 IMPORTANT

The repeated images may overlap or have gaps between them, depending on the number of repeats that you set.

5 If you want only a designated area on the original to be repeated, press [Framing].

If you are not designating an area to repeat, proceed to step 7.

6 Designate the area.
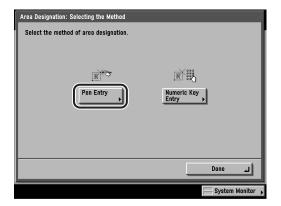
✎ NOTE
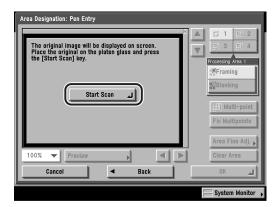
If you designate an area using the edit pen, the output image may not reflect the designated area precisely. To designate an area precisely, entering values by using the numeric keys is recommended.

● **Using the edit pen:**

❑ Press [Pen Entry].

Area Designation: Selecting the Method

Select the method of area designation.

[Pen Entry ▶]   [Numeric Key Entry ▶]

Done ◢

System Monitor ▶

❑ Press [Start Scan].

Area Designation: Pen Entry

The original image will be displayed on screen.
Place the original on the platen glass and press
the [Start Scan] key.

[Start Scan ◢]

□ 1   □ 2
□ 3   □ 4

Processing Area 1
Framing
Blanking

Multi-point
Fix Multipoints

Area Fine Adj. ▶
Clear Area

100% ▼   Preview ▶   ◀ ▶

Cancel   ◀ Back   OK ◢

System Monitor ▶

Scanning starts.

📷 IMPORTANT

Check that the original is placed on the platen glass.

Special Copying Features - Image Editing

❑ Designate the area using the edit pen.

Mark the two opposing points with the edit pen.

Ratio

If you designate a point outside the permitted area, a message appears to inform you that the specified position is not acceptable.

✐ NOTE

- To clear the first point entered, press [Erase Point]. (Once an area is designated, [Erase Point] changes to [Clear Area].)
- To clear a designated area, press [Clear Area].
- To zoom in on any area on the original, press the ratio drop-down list ➞ select an enlargement ratio ➞ press [◀], [▶], [▼], or [▲] to specify the area to display.
- To check the designated area, press [Preview].
- To modify a designated area that was specified using the edit pen, press [Area Fine Adj.] ➞ [Point select] until the screen displays the desired point that you want to modify ➞ press [◀▮], [▮▶], [▮▲], or [▮▼] to move the point ➞ press [Done] ➞ [Preview] to check the modified area.

❑ Press [OK].
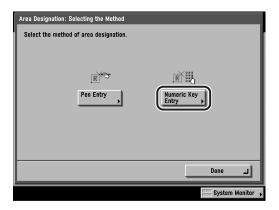
The display returns to the Image Repeat screen.

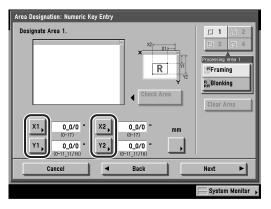● **Using the numeric keys:**

❑ Press [Numeric Key Entry].

 IMPORTANT

- Before performing the next step, you must manually measure the size and position of the area that you want to designate on the original.
- When you measure the XY values, always start measuring from the image out to the right side edge of the original and up to the top of the original. These measurements tell the machine the desired framed area's size and position.
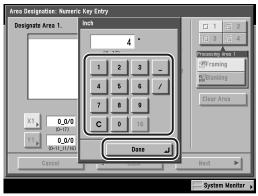
How to Measure the Area to Be Framed

[X1] = 5 1/2"   [X2] = 7 1/4"   [Y1] = 1 1/8"   [Y2] = 1 7/8"

- [X1]: The distance of the area's right border to the original's right edge.
- [X2]: The distance of the area's left border to the original's right edge.
- [Y1]: The distance of the area's top border to the original's top edge.
- [Y2]: The distance of the area's bottom border to the original's top edge.

6

❑ Press [X1], [X2], [Y1], and [Y2] ➡ enter their respective measurements using the numeric keys on the inch entry pop-up screen ➡ press [Done] ➡ [OK].
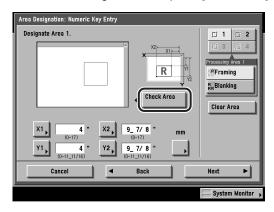

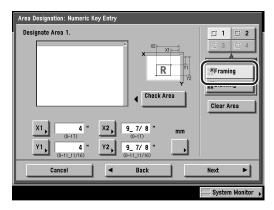The setting range for [X1] and [X2] is 0" to 17" (0 mm to 432 mm).

The setting range for [Y1] and [Y2] is 0" to 11 11/16" (0 mm to 297 mm).

The display returns to the Image Repeat screen.

NOTE
- If you make a mistake when entering values, press [C] on the inch entry pop-up screen → enter the correct values.
- To enter values in millimeters, press [mm].
- When entering values in millimeters, you can also use ⓪ - ⑨ (numeric keys), and Ⓒ (Clear) to clear your entries.
- If you enter a value outside the setting range for [X1], [X2], [Y1], or [Y2], a message prompting you to enter an appropriate value appears on the screen.
- For instructions on entering values in inches, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- To change a value you entered, press [X1], [X2], [Y1], or [Y2] → enter the correct value using the numeric keys on the inch entry pop-up screen.
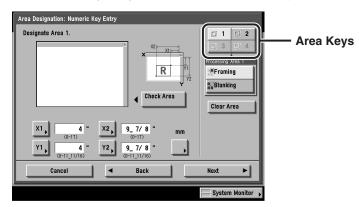- To check the designated area, press [Check Area].
- To clear all your entries, press [Clear Area].

7 Press [OK] → [Done] → [Done].

The selected mode is set, and the display returns to the Copy Basic Features screen.

8 Press ⓞ (Start).

If you need to designate the same area for multiple originals using the edit pen, remove the original from the platen glass after specifying the area → place all of the originals in the feeder → press ⓞ (Start).

Copying starts.

NOTE
- To cancel this setting, press [Special Features] → [▼] → [Image Creation] → [Image Repeat] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press ⓞ (Reset).

Mirror Image

This mode enables you to copy the original image reversed, as if it were a reflection in a mirror.

✋ IMPORTANT

The Mirror Image mode cannot be used with the Entire Image, Multi-Page Enlargement, Cover/Sheet Insertion, Image Combination, Shift, Booklet, Transparency Interleaving, Margin, Frame Erase, or Image Repeat mode.
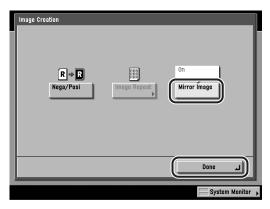
1 Place your originals → press [Special Features].

If necessary, see the screen shot in step 1 of "Inverting Images (Nega/Posi)," on p. 6-4.

2 Press [▼] or [▲] until [Image Creation] appears → press [Image Creation].

If necessary, see the screen shot in step 2 of "Inverting Images (Nega/Posi)," on p. 6-4.

3 Press [Mirror Image] → [Done] → [Done].

The selected mode is set, and the display returns to the Copy Basic Features screen.

4 Press ⊚ (Start).

Copying starts.

$\oslash$ NOTE

- To cancel this setting, press [Special Features] → [▼] → [Image Creation] → [Mirror Image].
- To cancel all settings and return the machine to the Standard mode, press ◎ (Reset).

6

Special Copying Features - Image Editing

Area Designation

The Area Designation mode enables you to frame areas to copy or areas to blank out in the copy. You can designate up to four areas using the edit pen on the preview screen, or the numeric keys on the inch entry pop-up screen.
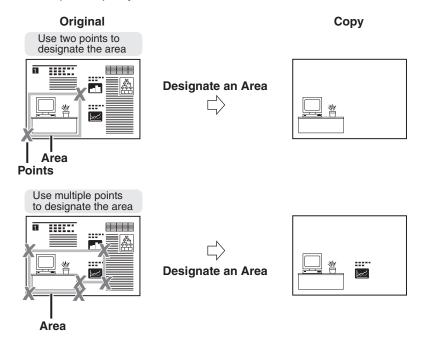
✐ NOTE

- You can use the numeric keys to modify areas designated with the edit pen.
- If you designate an area using the edit pen, the output image may not reflect the designated area precisely. To designate an area precisely, enter the values using the numeric keys.
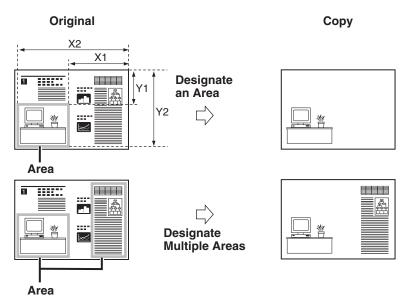
■ **Framing**

This setting enables you to copy only the contents of the designated area while discarding the rest of the image. The following two designation methods are available:

- Using the edit pen
  - Use the edit pen to specify the area.

Original　　　　　　　　　　　**Copy**

Use two points to designate the area

Designate an Area

Area Points

Use multiple points to designate the area

Designate an Area

Area

• Using the numeric keys
  - Use the numeric keys on the inch entry pop-up screen to specify the area.

Original   **Copy**

Designate
an Area

Area

Designate
Multiple Areas

Area

Special Copying Features - Image Editing

■ Blanking
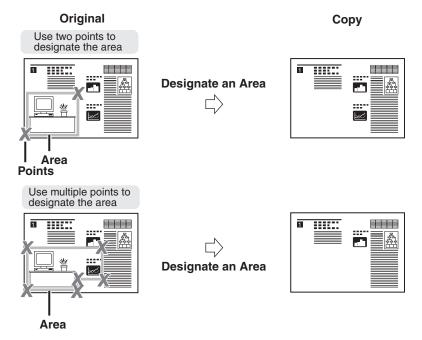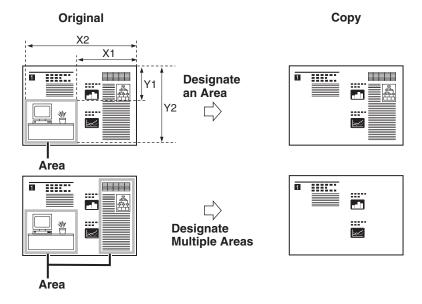
This setting enables you to blank out the contents of the designated area. The following two designation methods are available:

• Using the edit pen

- Use the edit pen to specify the area.

Original   **Copy**

Use two points to
designate the area

Designate an Area

⇨

**Area
Points**

Use multiple points to
designate the area

⇨

Designate an Area

Area

- Using the numeric keys
  - Use the numeric keys on the inch entry pop-up screen to specify the area.

Original   **Copy**

Designate an Area

Area

Designate Multiple Areas

Area

Framing

This setting enables you to copy only the contents of the designated area while discarding the rest of the image.

You can designate the area using the edit pen or the numeric keys on the inch entry pop-up screen.

IMPORTANT

- The Framing mode cannot be used with the Multi-page Enlargement, Book▶2-Sided, Two-page Separation, Image Combination, Booklet, Transparency Interleaving, Frame Erase, or Image Repeat mode.
- If the designated area is too small, the color original may be scanned in the Black mode, even if the color mode is set to 'Auto-Color Select'.

Using the Edit Pen

You can use the edit pen to designate two different types of areas: a rectangular area (two points) and a polygonal area (four points or more).

🖐 IMPORTANT

- You can designate only one polygonal area at a time.
- You cannot designate a rectangular area and a polygonal area at the same time.

1 Place your original on the platen glass → press [Special Features].

If necessary, see the screen shot in step 1 of "Inverting Images (Nega/Posi)," on p. 6-4.

2 Press [▼] or [▲] until [Area Designation] appears → press [Area Designation].

3 Press [Pen Entry].

Area Designation: Selecting the Method

Select the method of area designation.

Pen Entry

Numeric Key Entry

Done

System Monitor

4 Press [Start Scan].

Area Designation: Pen Entry

The original image will be displayed on screen. Place the original on the platen glass and press the [Start Scan] key.

Start Scan

1   2
3   4

Processing Area 1

Framing

Blanking

Multi-point

Fix Multipoints

Area Fine Adj.

Clear Area

100%   Preview

Cancel   Back   Next

System Monitor

Scanning starts.

🖐 IMPORTANT

Confirm that the original is placed on the platen glass.

5 Designate the area using the edit pen.

If you designate a point outside the permitted area, a message appears to inform you that the specified position is not acceptable.

$\oslash$ NOTE

- To clear the last point entered, press [Erase Point]. (Once an area is designated, [Erase Point] changes to [Clear Area].)
- To clear a designated area, press [Clear Area].
- To zoom in on any area on the original, press the ratio drop-down list → select an enlargement ratio → press [◀], [▶], [▼], or [▲] to display the desired area.

● **To designate a rectangular area with two points:**

❑ Designate two opposing points with the edit pen.

Ratio

You can designate up to four different areas.

● **To designate an area with multiple points:**

❑ Press [Multi-point] → specify the area with the edit pen.

❑ After designating the last point, press [Fix Multipoints].

You can designate up to 10 points.

 IMPORTANT

- If you select [Multi-point] only one area can be designated at a time.
- An area that is designated by selecting [Multi-point] cannot be modified using the numeric keys on the inch entry pop-up screen or ⓪ - ⑨ (numeric keys) on the control panel.

6 Press [Framing].

If you want to use different settings for different areas, select the area by pressing the appropriate area key → select [Framing] or [Blanking].

7 Press [Preview] → check the designated area → press [Done].

- If the designated area is rectangular, and you want to continue designating other areas, repeat steps 5 to 7. Areas that have already been designated are displayed with the new area.

- To modify a designated area that was specified using the edit pen, press [Area Fine Adj.] → [Point select] until the screen displays the desired point that you want to modify → press [←], [→], [↓], or [↑] to move the point → press [Done] → [Preview] to check the modified area.

8 Press [Next].

9 Select [Shift center] or [Do not shift center] → press [OK] → [Done].

The selected mode is set, and the display returns to the Copy Basic Features screen.

✎ NOTE
- If the Center Shift mode is already specified beforehand, the Center Shift Settings screen does not appear.
- The Center Shift settings specified within the Area Designation mode are deleted when the area settings are canceled.

10 Press ⊙ (Start).

If you need to designate the same area for multiple originals, remove the original from the platen glass → place all of the originals in the feeder → press ⊙ (Start).

Copying starts.

✎ NOTE
- To cancel this setting, press [Special Features] → [▼] → [Area Designation] → [Pen Entry] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press ⊙ (Reset).

Using the Numeric Keys

1 Place your original on the platen glass → press [Special Features].

If necessary, see the screen shot in step 1 of "Inverting Images (Nega/Posi)," on p. 6-4.

2 Press [▼] or [▲] until [Area Designation] appears → press [Area Designation].

If necessary, see the screen shot in step 2 of "Using the Edit Pen," on p. 6-20.

3 Press [Numeric Key Entry].

🖑 IMPORTANT

- Before performing the next step, you must manually measure the size and position of the area that you want to designate on the original.
- When you measure the XY values, always start measuring from the image out to the right side edge of the original, and up to the top of the original. These measurements tell the machine the desired framed area's size and position.

How to Measure the Area to Be Framed

Original
8 1/2"

Result
8 1/2"

[X1] = 5 1/2"   [X2] = 7 1/4"   [Y1] = 1 1/8"   [Y2] = 1 7/8"

- [X1]: The distance of the area's right border to the original's right edge.
- [X2]: The distance of the area's left border to the original's right edge.
- [Y1]: The distance of the area's top border to the original's top edge.
- [Y2]: The distance of the area's bottom border to the original's top edge.

Special Copying Features - Image Editing

6

4 Press [X1], [X2], [Y1], and [Y2] → enter their respective measurements using the numeric keys on the inch entry pop-up screen → press [Done].

You can designate up to four areas.

The setting range for [X1] and [X2] is 0" to 17" (0 mm to 432 mm).

The setting range for [Y1] and [Y2] is 0" to 11 11/16" (0 mm to 297 mm).

$\oslash$ NOTE

- If you make a mistake when entering values, press [C] on the inch entry pop-up screen → enter the correct values.
- To enter values in millimeters, press [mm].
- When entering values in millimeters, you can also use ⓪ - ⑨ (numeric keys), and ©ⓒ (Clear) to clear your entries.
- For instructions on entering values in inches, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- To change a value you entered, press [X1], [X2], [Y1], or [Y2] → enter the correct value using the numeric keys on the inch entry pop-up screen.
- To check the designated area, press [Check Area].

5 Press [Framing].

NOTE
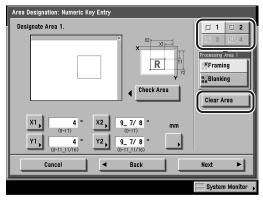
• To continue designating other areas, press an area key → repeat step 4.

Area Keys

• To redesignate an area, select the area by pressing the appropriate area key → repeat step 4 → press [Done].

• To clear a designated area, select the area by pressing the appropriate area key → press [Clear Area].

• If you want to use different settings for different areas, select the area by pressing the appropriate area key → select [Framing] or [Blanking].

6 Press [Next].

NOTE
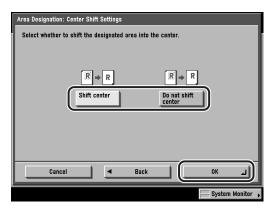
If you enter a value outside the setting range for [X1], [X2], [Y1], or [Y2] in step 4, a message prompting you to enter an appropriate value appears on the screen.

7 Select [Shift center] or [Do not shift center] → press [OK] → [Done].


```
Area Designation: Center Shift Settings

Select whether to shift the designated area into the center.

        R → R              R → R
     Shift center        Do not shift
                           center

   Cancel      ◄   Back         OK    ⏎

                              System Monitor ►
```

The selected mode is set, and the display returns to the Copy Basic Features screen.

✎ NOTE
- If the Center Shift mode is already specified beforehand, the Center Shift Settings screen does not appear.
- The Center Shift settings specified within the Area Designation mode are deleted when the area settings are canceled

8 Press ⊙ (Start).

Copying starts.

✎ NOTE
- To cancel this setting, press [Special Features] → [▼] → [Area Designation] → [Numeric Key Entry] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press ⊚ (Reset).

Blanking

This setting enables you to blank out the contents of the designated area. You can designate the area using the edit pen or the numeric keys on the inch entry pop-up screen.

✋ IMPORTANT

The Blanking mode cannot be used with the Multi-Page Enlargement, Book▶2-Sided, Two-page Separation, Image Combination, Booklet, Transparency Interleaving, or Image Repeat mode.

Using the Edit Pen

You can use the edit pen to designate two different types of areas: a rectangular area (two points) and a polygonal area (four points or more).

✋ IMPORTANT

- You can designate only one polygonal area at a time.
- You cannot designate a rectangular area and a polygonal area at the same time.

1 Place your original on the platen glass → press [Special Features].

If necessary, see the screen shot in step 1 of "Inverting Images (Nega/Posi)," on p. 6-4.

2 Press [▼] or [▲] until [Area Designation] appears → press [Area Designation].

If necessary, see the screen shot in step 2 of "Using the Edit Pen," on p. 6-20.

3 Press [Pen Entry].

If necessary, see the screen shot in step 3 of "Using the Edit Pen," on p. 6-20.

4 Press [Start Scan].

Scanning starts.

IMPORTANT

Confirm that the original is placed on the platen glass.

5 Designate the area using the edit pen.

If you designate a point outside the permitted area, a message appears to inform you that the specified position is not acceptable.

NOTE

- To clear the last point entered, press [Erase Point]. (Once an area is designated, [Erase Point] changes to [Clear Area].)
- To clear a designated area, press [Clear Area].
- To zoom in on any area on the original, press the ratio drop-down list → select an enlargement ratio → press [◄], [►], [▼], or [▲] to display the desired area.

● **To designate a rectangular area with two points:**

❑ Designate two opposing points with the edit pen.

Ratio

You can designate up to four different areas.

● **To designate an area with multiple points:**

❑ Press [Multi-point] → specify the area with the edit pen.

❑ After designating the last point, press [Fix Multipoints].

You can designate up to 10 points.

🖐 IMPORTANT

- If you select [Multi-point], only one area can be designated at a time.
- An area that is designated by selecting [Multi-point] cannot be modified using the numeric keys on the inch entry pop-up screen or ⓪ - ⑨ (numeric keys) on the control panel.

6 Press [Blanking].

If you want to use different settings for different areas, select the area by pressing the appropriate area key → select [Framing] or [Blanking].

7 Press [Preview] → check the designated area → press [Done].

$\oslash$ NOTE

- If the designated area is rectangular, and you want to continue designating other areas, repeat steps 5 to 7. Areas that have already been designated are displayed with the new area.
- To modify a designated area that was specified using the edit pen, press [Area Fine Adj.] → [Point select] until the screen displays the desired point that you want to modify → press [←], [→], [↓], or [↑] to move the point → press [Done] → [Preview] to check the modified area.

8 Press [OK] → [Done].

The selected mode is set, and the display returns to the Copy Basic Features screen.

$\oslash$ NOTE

If there are multiple designated areas and [Framing] is specified for one or more of the areas, press [Next] → select [Shift center] or [Do not shift center] → press [OK] → [Done].

9 Press ⊙ (Start).

If you need to designate the same area for multiple originals, remove the original from the platen glass → place all of the originals in the feeder → press ⊙ (Start).

Copying starts.

$\oslash$ NOTE

- To cancel this setting, press [Special Features] → [▼] → [Area Designation] → [Pen Entry] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press ⊙ (Reset).

Using the Numeric Keys

1 Place your original on the platen glass → press [Special Features].

If necessary, see the screen shot in step 1 of "Inverting Images (Nega/Posi)," on p. 6-4.

2 Press [▼] or [▲] until [Area Designation] appears → press [Area Designation].

If necessary, see the screen shot in step 2 of "Using the Edit Pen," on p. 6-20.

3 Press [Numeric Key Entry].

If necessary, see the screen shot in step 3 of "Using the Numeric Keys," on p. 6-26.

🖐 IMPORTANT
• Before performing the next step, you must manually measure the size and position of the area that you want to designate on the original.
• When you measure the XY values, always start measuring from the image out to the right side edge of the original, and up to the top of the original. These measurements tell the machine the desired framed area's size and position.

How to Measure the Area to Be Framed

[X1] = 5 1/2"   [X2] = 7 1/4"   [Y1] = 1 1/8"   [Y2] = 1 7/8"

- [X1]: The distance of the area's right border to the original's right edge.
- [X2]: The distance of the area's left border to the original's right edge.
- [Y1]: The distance of the area's top border to the original's top edge.
- [Y2]: The distance of the area's bottom border to the original's top edge.

4 **Press [X1], [X2], [Y1], and [Y2] → enter their respective measurements using the numeric keys on the inch entry pop-up screen → press [Done].**

You can designate up to four areas.

The setting range for [X1] and [X2] is 0" to 17" (0 mm to 432 mm).

The setting range for [Y1] and [Y2] is 0" to 11 11/16" (0 mm to 297 mm).

$\mathscr{D}$ NOTE

- If you make a mistake when entering values, press [C] on the inch entry pop-up screen → enter the correct values.
- To enter values in millimeters, press [mm].
- When entering values in millimeters, you can also use ⓪ - ⑨ (numeric keys), and ⓒ (Clear) to clear your entries.
- For instructions on entering values in inches, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- To change a value you entered, press [X1], [X2], [Y1], or [Y2] → enter the correct value using the numeric keys on the inch entry pop-up screen.
- To check the designated area, press [Check Area].

5 Press [Blanking].

Area Keys

• To redesignate an area, select the area by pressing the appropriate area key → repeat step 4 → press [Done].

• To clear a designated area, select the area by pressing the appropriate area key → press [Clear Area].

• If you want to use different settings for different areas, select the area by pressing the appropriate area key → select [Framing] or [Blanking].

6 Press [OK] → [Done].

The selected mode is set, and the display returns to the Copy Basic Features screen.

7 Press ◎ (Start).

Copying starts.

📝 NOTE

• To cancel this setting, press [Special Features] → [▼] → [Area Designation] → [Numeric Key Entry] → [Cancel].

• To cancel all settings and return the machine to the Standard mode, press ◎ (Reset).

Special Copying Features - Color and Image Quality Adjustments

7

CHAPTER

This chapter describes the special copying features for color and image quality adjustments.

Adjusting the Color
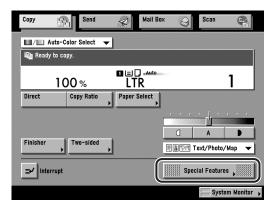
You can make fine adjustments to the color by varying the relative strength and density of yellow, magenta, cyan, and black. The color adjustments that you make can be stored and recalled for future use. (See "Color Balance," on p. 10-2.)
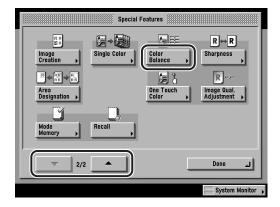
Adjusting the Color Balance

You can adjust the color by changing the relative strength and density of yellow, magenta, cyan, and black.
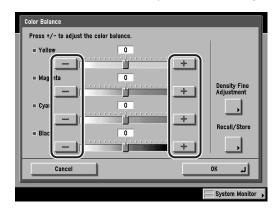
1 **Place your originals → press [Special Features].**

2 Press [▼] or [▲] until [Color Balance] appears → press [Color Balance].
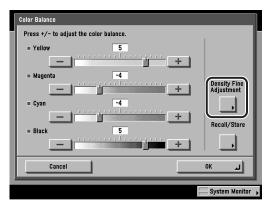
3 Press [−] or [+] to adjust the strength of each color.
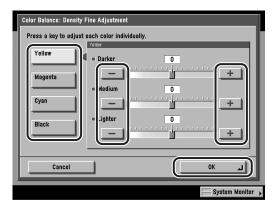
You can also press [Recall/Store] to recall and change the previously stored color balance settings. (See "Recalling Color Balance Settings," on p. 7-9.)

Special Copying Features - Color and Image Quality Adjustments

7

4 Press [Density Fine Adjustment].

5 Select the color that you want to adjust → press [−] or [+] to adjust the density levels for the darker (high), medium, and lighter (low) density areas → press [OK].

6 Press [OK] → [Done].

The selected mode is set, and the display returns to the Copy Basic Features screen.

7 Press ⊚ (Start).

Copying starts.

$\oslash$ NOTE

- To cancel this setting, press [Special Features] → [▼] → [Color Balance] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press ◎ (Reset).

Color Balance Keys
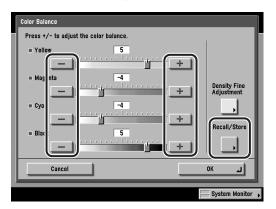
You can store color balance settings and recall them for future use. Up to four different settings can be stored.

Storing Color Balance Settings

1 **Press [Special Features] → press [▼] or [▲] until [Color Balance] appears → press [Color Balance].**
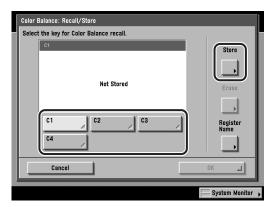
If necessary, see the screen shots in steps 1 and 2 of "Adjusting the Color Balance," on p. 7-2.

2 **Press [−] or [+] to specify the color balance settings that you want to store → press [Recall/Store].**

For instructions on adjusting the color balance, see "Adjusting the Color Balance," on p. 7-2.

3 Select a key ([C1] to [C4]) for storing the color balance settings → press [Store].

✎ NOTE

- Keys that already have settings stored in them are displayed with a colored triangle (◢) in the lower right corner of the key.
- If you select a key that already has settings stored in it, the settings are displayed.

● If you select a key without settings:

❑ A screen appears, asking for your confirmation to store the settings. Press [Yes].

To cancel storing the settings, press [No].

The message <Stored in memory.> appears for approximately two seconds on the touch panel display.

The key in which you stored the settings is displayed with a colored triangle (◢) in the lower right corner, and the stored settings are displayed.

● **If you select a key that already has settings stored in it:**

❑ A screen appears, asking for your confirmation to overwrite the previous settings. Press [Yes].

To cancel overwriting the settings, press [No].

The message <Stored in memory.> appears for approximately two seconds on the touch panel display.

The stored settings are displayed.

4 Press [Cancel] → [Cancel] → [Done].

The display returns to the Copy Basic Features screen.

✎ NOTE
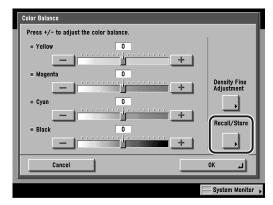
Pressing [Cancel] → [Cancel] → [Done] only stores the color balance settings in the selected key ([C1] to [C4]), but does not recall them. If you press [OK] → [OK] → [Done], the color balance settings are stored in the selected key ([C1] to [C4]), and recalled at the same time.

Naming a Color Balance Key
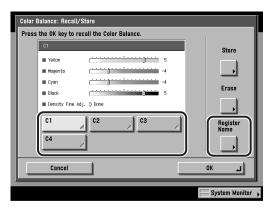
1 **Press [Special Features] → press [▼] or [▲] until [Color Balance] appears → press [Color Balance].**

If necessary, see the screen shots in steps 1 and 2 of "Adjusting the Color Balance," on p. 7-2.

2 **Press [Recall/Store].**
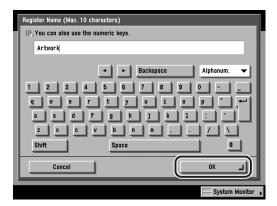
3 **Select a key ([C1] to [C4]) to name → press [Register Name].**

✎ NOTE

- Keys that already have settings stored in them are displayed with a colored triangle (◢) in the lower right corner of the key.
- If you select a key that already has settings stored in it, the settings are displayed.
- You can also name keys with no settings stored in them.

4 Enter a name → press [OK].

The maximum number of characters that you can enter for a key name is 10.

The assigned name appears on the key.

$\mathscr{D}$ NOTE

- For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- If you press [OK] without entering any characters, the key name reverts to its current name (default C1 to C4).

5 Press [Cancel] → [OK] → [Done].

The display returns to the Copy Basic Features screen.

$\mathscr{D}$ NOTE
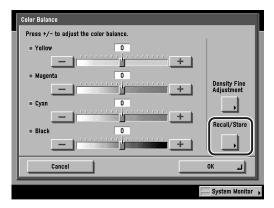
Pressing [Cancel] → [OK] → [Done] only names the selected key ([C1] to [C4]), but does not recall the color balance settings. If you press [OK] → [OK] → [Done], the name is stored in the selected key ([C1] to [C4]), and the color balance settings are recalled at the same time.

Recalling Color Balance Settings
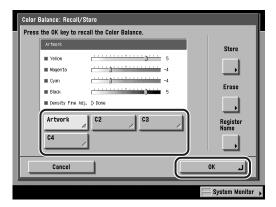
1 Press [Special Features] → press [▼] or [▲] until [Color Balance] appears → press [Color Balance].

If necessary, see the screen shots in steps 1 and 2 of "Adjusting the Color Balance," on p. 7-2.

Special Copying Features - Color and Image Quality Adjustments

7

2 Press [Recall/Store].

3 Select the key containing the color balance settings that you want to recall → verify the settings → press [OK].

If you select a key that does not have color balance settings stored in it, [OK] is grayed out and cannot be pressed.

You can select another key that has color balance settings stored in it, or press [Cancel].

$\oslash$ NOTE

- Recalling color balance settings from memory cancels the current color balance settings.
- You can make changes to the recalled color balance settings.
- If you press another key, the color balance settings stored in that key are recalled.

4 Press [OK] → [Done].
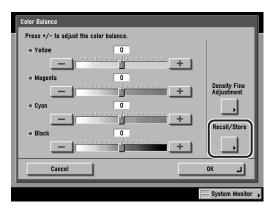
The selected mode is set, and the display returns to the Copy Basic Features screen.

Erasing Color Balance Settings

1 Press [Special Features] → press [▼] or [▲] until [Color Balance] appears → press [Color Balance].

If necessary, see the screen shots in steps 1 and 2 of "Adjusting the Color Balance," on p. 7-2.

2 Press [Recall/Store].

3 Select the key containing the color balance settings that you want to erase → press [Erase].

A screen appears, asking for your confirmation to erase the settings.

🖐 IMPORTANT

Make sure to check the settings first before erasing them.

✐ NOTE

- Keys that already have settings stored in them are displayed with a colored triangle (◢) in the lower right corner of the key.
- If you select a key that already has settings stored in it, the settings are displayed.

4 Press [Yes].

To cancel erasing the settings, press [No].

The message <Erased.> appears for approximately two seconds on the touch panel display.

The stored color balance settings are erased.

✐ NOTE

Key names are not erased. For instructions on changing a key name, see "Naming a Color Balance Key," on p. 7-8.

5 Press [Cancel] → [OK] → [Done].

The display returns to the Copy Basic Features screen.

📝 NOTE
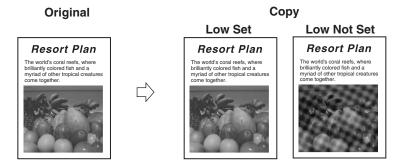
When a color balance key is not in use, as is the case when you delete its settings, [OK] is grayed out, and you must press [Cancel] → [OK] → [Done] to complete the procedure.

Special Copying Features - Color and Image Quality Adjustments

7

Adjusting the Contrast (Sharpness)

This mode enables you to make copies of originals with a sharper or softer contrast. To reproduce text or lines with a sharper contrast, use [High] as the setting. To copy originals containing printed images or other halftones with a softer contrast, use [Low] as the setting.
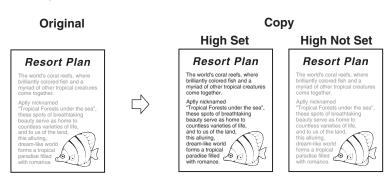
■ Low

If you make copies of an original containing halftones, such as a printed image, using the Printed Image mode, the moiré effect (a shimmering, wavy pattern) may occur. However, you can lessen this moiré effect by using [Low] as the setting to produce a clearer copy.

Original

Copy

Low Set

Low Not Set

Resort Plan

The world's coral reefs, where
brilliantly colored fish and a
myriad of other tropical creatures
come together.

Resort Plan

The world's coral reefs, where
brilliantly colored fish and a
myriad of other tropical creatures
come together.

Resort Plan

The world's coral reefs, where
brilliantly colored fish and a
myriad of other tropical creatures
come together.

■ High

This setting enhances the edges of original images so that faint or fine text is reproduced with a sharper contrast. This setting is particularly suited to copying blueprints and faint pencil drawn images.

Original

Copy

High Set

High Not Set

Resort Plan

The world's coral reefs, where
brilliantly colored fish and a
myriad of other tropical creatures
come together.

Aptly nicknamed
"Tropical Forests under the sea",
these spots of breathtaking
beauty serve as home to
countless varieties of life,
and to us of the land,
this alluring,
dream-like world
forms a tropical
paradise filled
with romance.

Resort Plan

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"Tropical Forests under the sea",
these spots of breathtaking
beauty serve as home to
countless varieties of life,
and to us of the land,
this alluring,
dream-like world
forms a tropical
paradise filled
with romance.

Special Copying Features - Color and Image Quality Adjustments

1 Place your originals → press [Special Features].

If necessary, see the screen shot in step 1 of "Adjusting the Color Balance," on p. 7-2.

2 Press [▼] or [▲] until [Sharpness] appears → press [Sharpness].

3 Press [Low] or [High] to adjust the sharpness → press [OK] → [Done].

To copy text or lines clearly, the setting should be towards [High]. To copy originals containing printed images or other halftones, the setting should be towards [Low].

The selected mode is set, and the display returns to the Copy Basic Features screen.

4 Press ⊙ (Start).

Copying starts.

✐ NOTE

• To cancel this setting, press [Special Features] → [▼] → [Sharpness] → [Cancel].
• To cancel all settings and return the machine to the Standard mode, press
  ⊙ (Reset).

One Touch Color Mode

You can make copies by selecting the look of the image with just one touch of a key. The following six options are available.

🖐 IMPORTANT

One Touch Color mode settings are actually preset color balance settings. Therefore, if you change the One Touch Color mode settings, any color balance settings that you may have made are also changed.

■ Vivid Colors

This setting enables you to make copies with more vivid color tones and increased color saturation.

■ Tranquil Colors

This setting enables you to make copies with subdued color tones and decreased color saturation.

■ Lighten Image

This setting enables you to make copies with lighter color tones by decreasing the density, while maintaining a good balance throughout.

■ Darken Image

This setting enables you to make copies with heavier color tones by increasing the density, while maintaining a good balance throughout.

■ Highlight Reproduction

This setting enables you to make copies by reproducing the highlighted areas that normally tend to appear as white more faithfully. This is achieved by increasing the copy exposure of areas that have a low exposure.

■ Retro Photo Image

This setting enables you to make copies that look like old-fashioned photographs.
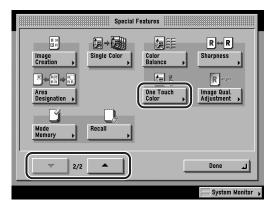
🖐 IMPORTANT

The Retro Photo Image mode cannot be used with the Single Color mode.
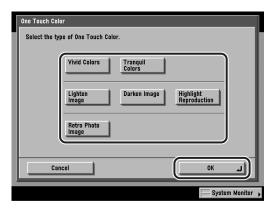
1 Place your originals → press [Special Features].

If necessary, see the screen shot in step 1 of "Adjusting the Color Balance," on p. 7-2.

Special Copying Features - Color and Image Quality Adjustments

2 Press [▼] or [▲] until [One Touch Color] appears → press [One Touch Color].

3 Select the desired One Touch Color feature → press [OK] → [Done].

You can combine different One Touch Color features, but the following cannot be selected together:

- [Vivid Colors] and [Tranquil Colors]
- [Lighten Image] and [Darken Image] and [Highlight Reproduction]

The selected mode is set, and the display returns to the Copy Basic Features screen.

✎ NOTE

If you select [Retro Photo Image], [Single Color] is displayed on the Copy Basic Features screen.

4 Press ◎ (Start).

Copying starts.

✎ NOTE
- To cancel this setting, press [Special Features] → [▼] → [One Touch Color] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press ◎ (Reset).

7

Special Copying Features - Color and Image Quality Adjustments

Image Quality Adjustment

You can set the machine to automatically adjust the copy exposure by selecting [A] (Auto) for the exposure setting. There are two types of automatic copy exposure adjustments, which you can set through the Image Quality Adjustment mode.

⚠ IMPORTANT
- If [A] (Auto) is selected as the copy exposure on the Copy Basic Features screen, pressing [Image Qual. Adjustment] and making fine adjustments cancels the automatic copy exposure setting. Similarly, if you select [A] (Auto) for the copy exposure setting when image quality adjustments have been made, the Image Quality Adjustment mode is canceled, and the automatic copy exposure is used instead.
- The Remove Background mode cannot be used with the Prevent Bleeding mode.

■ **Remove Background**
This mode enables you to make copies by erasing the background color of the original. This feature is especially useful for copying originals, such as catalogues and paper, that have turned yellow from age. Also, if you find streaks on the output, you can use this mode to erase the streaks.
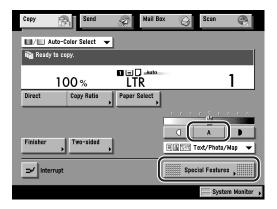
■ **Prevent Bleeding**
This mode enables you to make copies by preventing the original image on the reverse side of thin originals from appearing on the copies.

Remove Background
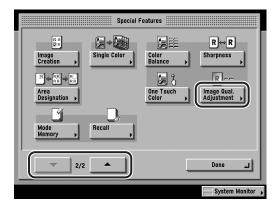
This mode enables you to make copies by erasing the background color of the original. This feature is especially useful for copying originals, such as catalogues and paper, that have turned yellow from age. (See "Color Copy Samples," on p. 10-2.) Also, if you find streaks on the output, you can use this mode to erase the streaks.
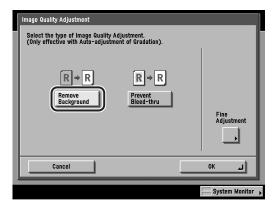
1 **Place your originals → press [A] → [Special Features].**

2 **Press [▼] or [▲] until [Image Qual. Adjustment] appears →
press [Image Qual. Adjustment].**
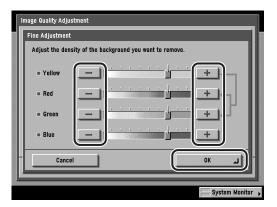
3 Press [Remove Background].

If the background color remains, or if you want to make the background color darker when the original is scanned in the Remove Background mode, make fine adjustments to the density of the background color.

If you want to make fine adjustments to the density of the background color, press [Fine Adjustment] ➞ press [−] or [+] to specify the amount of each color that you want to remove ➞ press [OK].

For example, if the background color (yellow) of the original remains, press [−] next to <Yellow> to adjust the density.

Adjusting Yellow automatically adjusts the levels of Red and Green to the same level as Yellow. However, adjusting the levels of Red or Green sets Yellow back to its default level.

$\oslash$ NOTE

- The Remove Background mode is already activated as the default setting. Only when you select [Fine Adjustment] and change the setting, does <Remve Bgnd + Fine Adj.> appear above [Image Qual. Adjustment] on the Special Features screen.
- Pressing [−] or [+] adjusts the density of each color. Press [−] to make the color lighter, or press [+] to make the color darker.
- If you make fine adjustments to the density, the automatic copy exposure setting is canceled, and the original is scanned according to the Fine Adjustment settings.

4 Press [OK] → [Done].

The selected mode is set, and the display returns to the Copy Basic Features screen.

5 Press ⊚ (Start).

Copying starts.

$\oslash$ NOTE

- To cancel this setting, press [Special Features] → [▼] → [Image Qual. Adjustment] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press ⊚ (Reset).

Prevent Bleeding

This mode enables you to prevent the original image on the reverse side of thin originals from appearing on the copies.

1 Place your originals → press [A] → [Special Features].
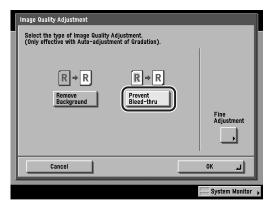
If necessary, see the screen shot in step 1 of "Remove Background," on p. 7-20.
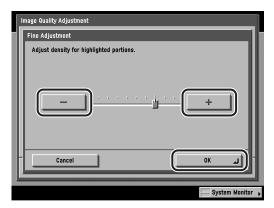
2 Press [▼] or [▲] until [Image Qual. Adjustment] appears → press [Image Qual. Adjustment].

If necessary, see the screen shot in step 2 of "Remove Background," on p. 7-20.

3 Press [Prevent Bleed-thru].

If you want to make fine adjustments to the density, press [Fine Adjustment] →
press [−] or [+] to specify the amount of bleeding that you want to prevent →
press [OK].

Details of each item are shown below.

[−]: This setting prevents dark areas on the reverse side of the original from
appearing on the copies, but light areas on the front side may not be copied
either.

[+]: This setting may not be able to completely prevent dark areas on the
reverse side of the original from appearing on the copies, but light areas on
the front side of the original are always copied.

$\oslash$ NOTE

If you make fine adjustments to the density, the automatic copy exposure setting is
canceled, and the original is scanned according to the Fine Adjustment settings.

4 Press [OK] → [Done].

The selected mode is set, and the display returns to the Copy Basic Features screen.

5 Press ⊚ (Start).

Copying starts.

✐ NOTE
- To cancel this setting, press [Special Features] → [▼] → [Image Qual. Adjustment] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press ⊚ (Reset).

Copying in a Single Color

You can make copies in one specific color only. (See "Single Color," on p. 10-5.)

✋ IMPORTANT
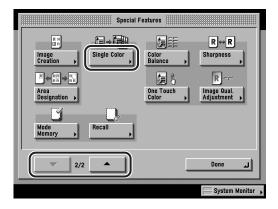
The Single Color mode cannot be used with the One Touch Color (Retro Photo Image) mode.

✐ NOTE
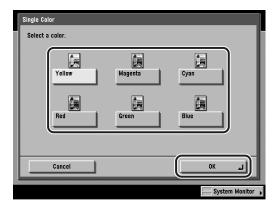
To copy in black only, press [Black] in the color selection drop-down list. (See "Changing Color Modes," on p. 2-86.)

1 Place your originals → press [Special Features].

If necessary, see the screen shot in step 1 of "Adjusting the Color Balance," on p. 7-2.

2 Press [▼] or [▲] until [Single Color] appears → press [Single Color].

3 Select the desired color → press [OK] → [Done].

The selected mode is set, and the display returns to the Copy Basic Features screen.

[Single Color] is displayed on the Copy Basic Features screen.

4 Press ⊙ (Start).

Copying starts.

✎ NOTE

• To cancel this setting, press [Special Features] → [▼] → [Single Color] → [Cancel].
• To cancel all settings and return the machine to the Standard mode, press ⊙ (Reset).

Special Copying Features - Color and Image Quality Adjustments   **7**

Memory Functions

8

CHAPTER

This chapter describes the memory functions.

Recalling Previous Copy Jobs

You can recall the three most recent copy jobs and make copies using these settings.

🖐 IMPORTANT

- The machine considers any one of the following operations a copy job:

  - When copy settings, such as the copy ratio, number of copies, and copy exposure, are specified and then ⊙ (Start) or ⊘ (Reset) is pressed

  - If and when the Auto Clear mode activates after copy settings are specified

  - If you recall copy settings stored in Mode Memory

  Therefore, if you make settings but do not press either the ⊙ (Start) or ⊘ (Reset) key, and the Auto Clear mode does not activate, the settings you have made are not stored in memory for recall by pressing [Recall].
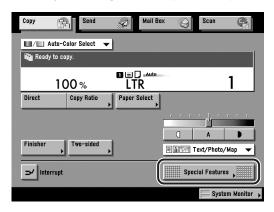
- The Standard mode is not stored in Recall memory.
- Identical copy settings are stored only once in Recall memory.
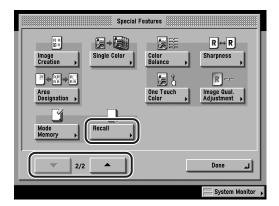
✐ NOTE

Once stored, the last three copy jobs are kept in memory even if the power is turned OFF.
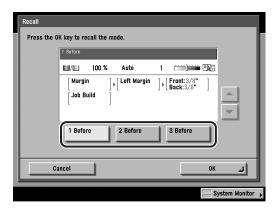
1 Place your originals → press [Special Features].

2 Press [▼] or [▲] until [Recall] appears → press [Recall].

3 Select [1 Before], [2 Before], or [3 Before].

4 Verify the settings → press [OK] → [Done].

The selected mode is set, and the display returns to the Copy Basic Features screen.

📝 NOTE

• If there are more stored copy settings than are currently displayed, you can scroll through the list by pressing [▼] or [▲].

• You can change the recalled copy settings before making copies.

5 Press ⊚ (Start).

Copying starts.

8 Memory Functions

Memory Keys

You can set any possible combination of copy modes and store them in a memory key. There are nine memory keys, and they can be assigned names for increased convenience. This feature is useful for storing frequently used copy settings.
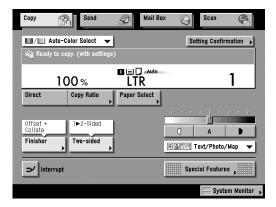
✎ NOTE
- The copy settings stored in memory are not erased, even if the power is turned OFF.
- You can store any function or mode in a memory key, except for the Interrupt mode.

Storing Copy Settings

1 **Specify the copy settings that you want to store on the Copy Basic Features screen and/or Special Features screen.**
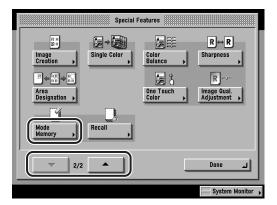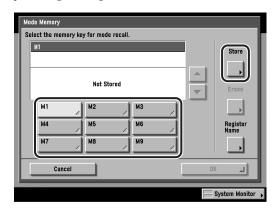
✎ NOTE
In the example above, the Finisher and Two-sided modes are specified.

2 Press [Special Features] → press [▼] or [▲] until [Mode Memory] appears → press [Mode Memory].

3 Select a key ([M1] to [M9]) for storing the copy settings → press [Store].
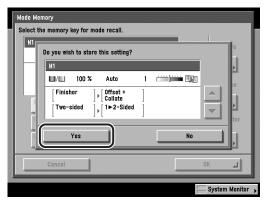
✐ NOTE

- Keys that already have settings stored in them are displayed with a colored triangle (◢) in the lower right corner of the key.
- If you select a key that already has settings stored in it, the settings are displayed.
- If there are more stored copy settings than are currently displayed, you can scroll through the list by pressing [▼] or [▲].

● **If you select a key without settings:**

❑ A screen appears, asking for your confirmation to store the settings. Press [Yes].

To cancel storing the settings, press [No].

The message <Stored in memory.> appears for approximately two seconds on the touch panel display.

The key in which you stored the settings is displayed with a colored triangle (◢) in the lower right corner, and the stored settings are displayed.

● **If you select a key that already has settings stored in it:**

❑ A screen appears, asking for your confirmation to overwrite the previous settings. Press [Yes].

To cancel overwriting the settings, press [No].

The message <Stored in memory.> appears for approximately two seconds on the touch panel display.

The stored settings are displayed.

4 Press [OK] → [Done].

The display returns to the Copy Basic Features screen.

$\oslash$ NOTE
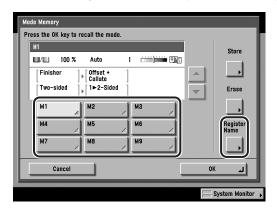
You can assign a name to the memory key by pressing [Register Name].

Naming a Memory Key

1 Press [Special Features] → press [▼] or [▲] until [Mode Memory] appears → press [Mode Memory].

If necessary, see the screen shot in step 2 of "Storing Copy Settings," on p. 8-4.
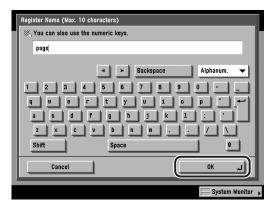
2 Select a key ([M1] to [M9]) to name → press [Register Name].

$\oslash$ NOTE

- Keys that already have settings stored in them are displayed with a colored triangle (◢) in the lower right corner of the key.
- If you select a key that already has settings stored in it, the settings are displayed.
- You can also name keys with no settings stored in them.
- If there are more stored copy settings than are currently displayed, you can scroll through the list by pressing [▼] or [▲].

3 Enter a name → press [OK].

The maximum number of characters that you can enter for a key name is 10.

The assigned name appears on the key.

✎ NOTE
- For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- If you press [OK] without entering any characters, the key name reverts to its current name (default M1 to M9).

4 Press [Cancel] → [Done].

The display returns to the Copy Basic Features screen.
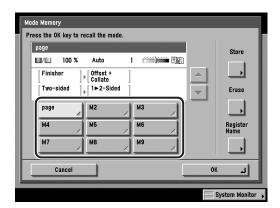
✎ NOTE
Pressing [Cancel] → [Done] only names the selected key ([M1] to [M9]), but does not recall the stored settings. If you press [OK] → [Done], the name is stored in the selected key ([M1] to [M9]), and the settings are recalled at the same time.

Memory Functions

8

Recalling Copy Settings

1 Press [Special Features] → press [▼] or [▲] until [Mode Memory] appears → press [Mode Memory].

If necessary, see the screen shot in step 2 of "Storing Copy Settings," on p. 8-4.

2 Select the key containing the copy settings that you want to recall.

```
Mode Memory
Press the OK key to recall the mode.
┌──────────────────────────────────────┐
│ page                                 │        Store
│ ▣/▢   100 %    Auto      1   ▭▭       │         ▶
│ ┌─────────┐ ┌──────────┐             │   ▲
│ │Finisher │▶│Offset +  │             │
│ │         │ │Collate   │             │   ▼    Erase
│ │Two-sided│▶│1▶2-Sided │             │         ▶
│ └─────────┘ └──────────┘             │
│ ┌──────┐ ┌──────┐ ┌──────┐           │
│ │ page │ │ M2   │ │ M3   │           │   Register
│ └──────┘ └──────┘ └──────┘           │   Name
│ ┌──────┐ ┌──────┐ ┌──────┐           │
│ │ M4   │ │ M5   │ │ M6   │           │    ▶
│ └──────┘ └──────┘ └──────┘           │
│ ┌──────┐ ┌──────┐ ┌──────┐           │
│ │ M7   │ │ M8   │ │ M9   │           │
│ └──────┘ └──────┘ └──────┘           │
│  ┌─────────┐            ┌─────────┐  │
│  │ Cancel  │            │  OK   ↵ │  │
│  └─────────┘            └─────────┘  │
└──────────────────────────────────────┘
                             ▤ System Monitor ▶
```

3 Verify the settings → press [OK] → [Done].

If you select a key that does not have copy settings stored in it, [OK] is grayed out and cannot be pressed.

You can select another key that has copy settings stored in it, or press [Cancel].

The selected mode is set, and the display returns to the Copy Basic Features screen.

✐ NOTE

• Recalling copy settings from memory cancels the current copy settings.
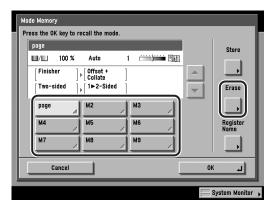
• You can make changes to the recalled copy settings.

• If you press another key, the copy settings stored in that key are recalled.

Erasing Copy Settings

1 Press [Special Features] → press [▼] or [▲] until [Mode Memory] appears → press [Mode Memory].

If necessary, see the screen shot in step 2 of "Storing Copy Settings," on p. 8-4

2 Select the key containing the copy settings that you want to erase → press [Erase].

A screen appears, asking for your confirmation to erase the settings.

🖐 IMPORTANT

Make sure to check the settings first before erasing them.

🖉 NOTE

- Keys that already have settings stored in them are displayed with a colored triangle (◢) in the lower right corner of the key.
- If you select a key that already has settings stored in it, the settings are displayed.
- If there are more stored copy settings than are currently displayed, you can scroll through the list by pressing [▼] or [▲].

3 Press [Yes].

To cancel erasing the settings, press [No].

The message <Erased.> appears for approximately two seconds on the touch panel display.

The stored copy settings are erased.

✎ NOTE

Key names are not erased. For instructions on changing a key name, see "Naming a Memory Key," on p. 8-7.

4 Press [Cancel] → [Done].

The display returns to the Copy Basic Features screen.

✎ NOTE

When a memory key is not in use, as is the case when you delete its settings, [OK] is grayed out, and you must press [Cancel] → [Done] to complete the procedure.

Customizing Settings

9

CHAPTER

This chapter explains how to change the machine's default settings and customize them to suit your needs.

Copy Settings Table

The following items can be stored or set in Copy Settings from the Additional Functions screen.

Item	Settings	Applicable Page
Standard Key 1 Settings	Various modes (no settings[*1])	p. 9-3
Standard Key 2 Settings	Various modes (no settings[*1])	p. 9-3
Auto Collate[*2]	On[*1], Off	p. 9-6
Job Duration Display	On, Off[*1]	p. 9-8
Auto Orientation	On[*1], Off	p. 9-10
Standard Settings	Store, Initialize	p. 9-12
Initialize Copy Settings	Initialize	p. 9-17

*1 Indicates the default setting.

*2 Indicates items that appear only when the appropriate optional equipment is attached.

✐ NOTE
- For instructions on setting the modes not described in this manual, refer to the other manuals listed in the front of this *Copying Guide*. (See "Manuals for the Machine," on p. ii.)
- The Copy Settings screen consists of a list of individual settings. Press [▼] or [▲] to scroll to the desired setting.
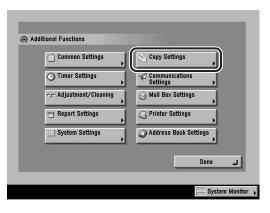
Specifying Standard Keys
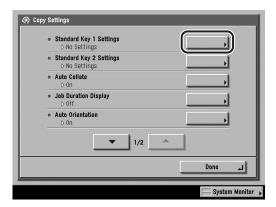
You can store up to two Standard keys that contain frequently used copy settings on the Copy Basic Features screen. The settings that can be selected include the Copy Ratio, Finisher, and Two-sided modes on the Copy Basic Features screen, the keys on the Special Features screen, or the memory keys containing copy settings stored in Mode Memory.

It is useful to have keys that directly access frequently used settings on the Copy Basic Features screen because they are always displayed while the Copy function is selected.

1 Press ⊛ (Additional Functions) → [Copy Settings].

2 Press [Standard Key 1 Settings].
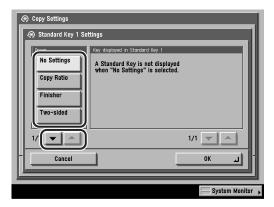
To set Standard Key 2, press [Standard Key 2 Settings].
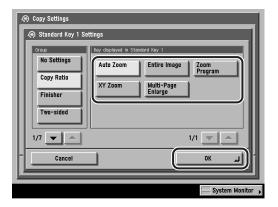
✎ NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

3 Press [▼] or [▲] to display the desired setting group → select the desired group.

To cancel a Standard key setting, press [No Settings] ➔ [OK] ➔ press [Done] repeatedly until the Copy Basic Features screen appears.

Customizing Settings

9
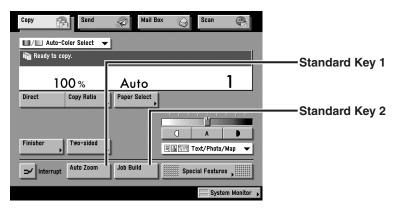
4 Select the setting that you want to store → press [OK].

To cancel storing the setting, press [Cancel].

5 Press [Done] repeatedly until the Copy Basic Features screen appears.

Example: The stored standard keys appear on the Copy Basic Features screen as shown below.

Auto Collate

If Auto Collate is set to 'On', the machine automatically sets the Collate (Offset Collate) mode when originals are placed in the feeder. This is useful when making multiple sets of copies, because you do not need to remember to select the Finisher mode.
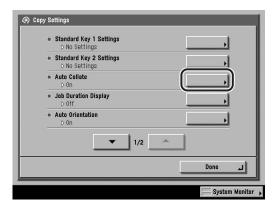
IMPORTANT

The Auto Collate mode is available only if the optional Feeder (DADF-L1) is attached.

NOTE

- If Auto Collate is set to 'On' and an optional finisher is attached, the Offset Collate mode is set. However, if no finisher is attached, the Collate mode is set instead.
- The default setting is 'On'.
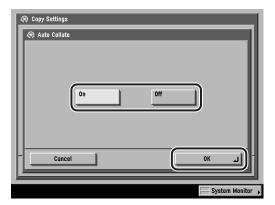
1 **Press ⊛ (Additional Functions) → [Copy Settings] → [Auto Collate].**

NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

2 Select [On] or [Off] → press [OK].

The selected mode is set.

3 Press [Done] repeatedly until the Copy Basic Features screen appears.

Customizing Settings

9

Job Duration Display
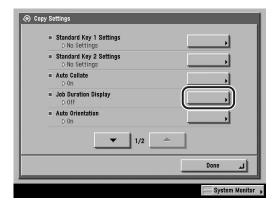
If Job Duration Display is set to 'On', the remaining time that it takes to complete an operation is displayed in units of one minute on the touch panel display. However, not all copy modes support this feature.

✎ NOTE

- The waiting time is displayed as <Approx Prt Time> (approximate printing time) on the screen that is displayed when the machine is printing.
- Even if Job Duration Display is set to 'On', the waiting time is not displayed in the following cases:
  - The waiting time is less than one minute.
  - When the Different Size Originals mode is set with the 1▶2-Sided or 2▶2-Sided mode
  - When the Multi-Page Enlargement or Transparency Interleaving mode is set
- The default setting is 'Off'.

1 Press ⊚ (Additional Functions) → [Copy Settings] → [Job Duration Display].
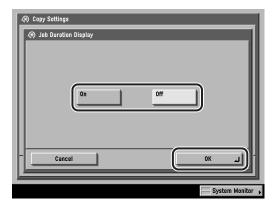
✎ NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

2 Select [On] or [Off] → press [OK].

The selected mode is set.

3 Press [Done] repeatedly until the Copy Basic Features screen appears.

Customizing Settings

9

Auto Orientation
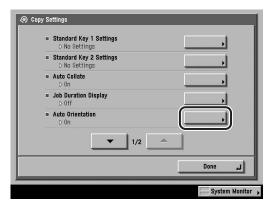
If Auto Orientation is set to 'On', the machine uses information, such as the size of the original and the zoom ratio, to determine the most suitable orientation for the specified paper size and automatically rotates the image, if necessary.

✎ NOTE

The default setting is 'On'.
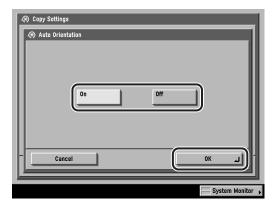
1 **Press ⊚ (Additional Functions) → [Copy Settings] → [Auto Orientation].**

✎ NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

2 Select [On] or [Off] → press [OK].

The selected mode is set.

✎ NOTE

- If LTR or STMT originals are enlarged onto 11" x 17" or LGL copy paper, Auto Orientation is not performed even if you select [On].
- Only the images of standard size originals, up to LTR paper, can be rotated when the copy ratio is set to 100%.
- If Automatic Paper Selection is set and the most suitable paper size is not available, the paper source that is loaded with paper of the same size, even if the orientation is different, is displayed as the optimal paper to use.

3 Press [Done] repeatedly until the Copy Basic Features screen appears.

Changing the Current Standard Settings

The Standard Settings refers to a combination of copy modes that the machine automatically returns to after the power is turned ON, or when ⊘ (Reset) is pressed.

The Standard Settings can be changed to suit your needs, or restored to their default settings.

✐ NOTE

The default settings are:

- Copy Quantity:　　1
- Paper Selection:　　Auto
- Copy Exposure:　　Manual Exposure Adjustment
- Original Type:　　Text/Photo/Map
- Copy Ratio:　　Direct
- Color Selection:　　Auto-Color Select
- Copy Function:　　1▶1-Sided Copy

Storing New Standard Settings

You can store your own copy settings as the Standard Settings.

To store your own standard settings, specify the desired settings on the Copy Basic Features screen and/or the Special Features screen, then follow the procedure below.
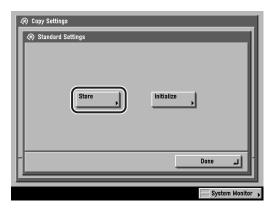
1 Press ⊚ (Additional Functions) → [Copy Settings].

If necessary, see the screen shot in step 1 of "Specifying Standard Keys," on p. 9-3.

2 Press [▼] or [▲] until [Standard Settings] appears → press [Standard Settings].

3 Press [Store].

Customizing Settings

9

4 Press [Yes].
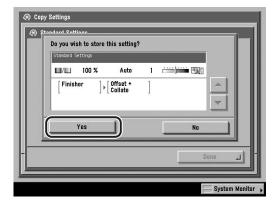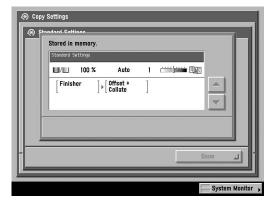
To cancel storing the currently displayed settings as the Standard Settings, press [No].

The message <Stored in memory.> appears for approximately two seconds on the touch panel display.

The displayed settings are stored as the Standard Settings.

✐ NOTE

The settings displayed are the currently set copy settings. Press [▼] or [▲] to display any copy settings that do not fit into the display area.

5 Press [Done] repeatedly until the Copy Basic Features screen appears.

Initializing Standard Settings

You can restore the Standard Settings to their default settings.
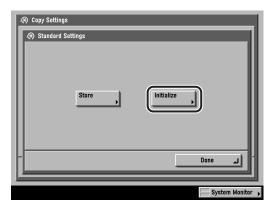
1 Press ◎ (Additional Functions) → [Copy Settings].

If necessary, see the screen shot in step 1 of "Specifying Standard Keys," on p. 9-3.
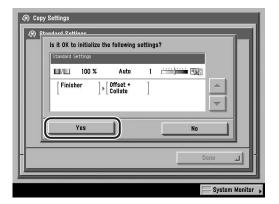
2 Press [▼] or [▲] until [Standard Settings] appears → press [Standard Settings].

If necessary, see the screen shot in step 2 of "Storing New Standard Settings," on p. 9-12.

3 Press [Initialize].

4 Verify the settings → press [Yes].
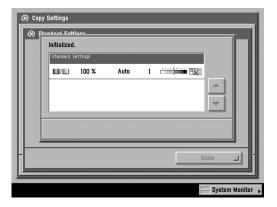
To cancel initializing the Standard Settings, press [No].

The message <Initialized.> appears for approximately two seconds on the touch panel display.
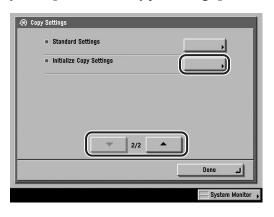
The Standard Settings are initialized.

5 Press [Done] repeatedly until the Copy Basic Features screen appears.

Restoring the Default Copy Settings

Modes that have been changed in Copy Settings (from the Additional Functions screen) can be restored to their default settings. (See "Copy Settings Table," on p. 9-2.)

1 Press ⊛ (Additional Functions) → [Copy Settings].

If necessary, see the screen shot in step 1 of "Specifying Standard Keys," on p. 9-3.

2 Press [▼] or [▲] until [Initialize Copy Settings] appears → press [Initialize Copy Settings].

Customizing Settings

9

3 **Press [Yes].**
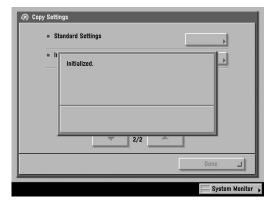
To cancel initializing the Copy Settings, press [No].

The message <Initialized.> appears for approximately two seconds on the touch panel display.

The Copy Settings are initialized.

4 **Press [Done] repeatedly until the Copy Basic Features screen appears.**

Appendix

10
CHAPTER

This chapter provides the color copy samples, combination of functions chart, and index.
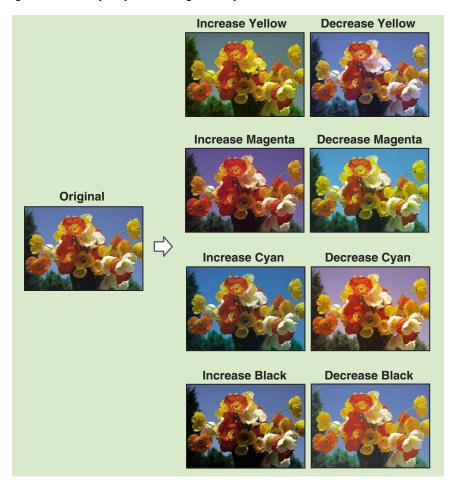
Color Copy Samples

This section provides you with a visual description of how color copies are produced using different color adjustment modes.
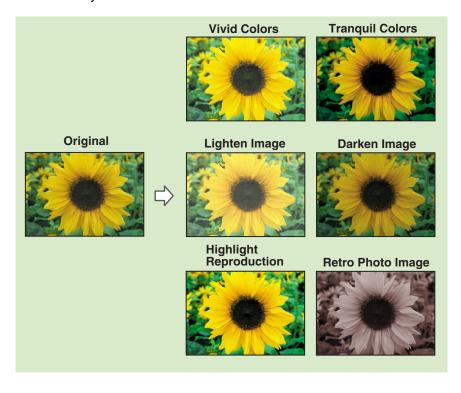
Color Balance

This mode enables you to make fine adjustments to the color by varying the relative strength and density of yellow, magenta, cyan, and black.

One Touch Color

This mode enables you to make copies by selecting the look of the image with just one touch of a key.

Vivid Colors

Tranquil Colors

Original

Lighten Image

Darken Image

Highlight Reproduction

Retro Photo Image
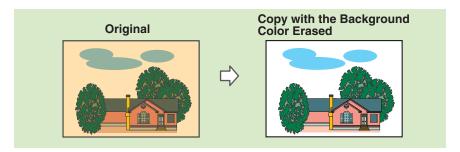
Image Quality Adjustments

You can improve the image quality of copies by erasing the background color of originals, and by making sure that dark areas on the reverse side of originals do not appear on the copies.
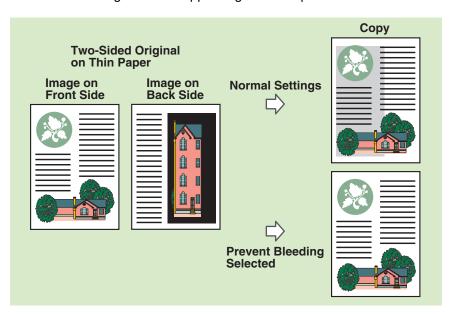
Remove Background

This mode enables you to make copies by erasing the background color of the original. This feature is especially useful for copying originals, such as catalogues and paper, that have turned yellow from age.

Prevent Bleeding
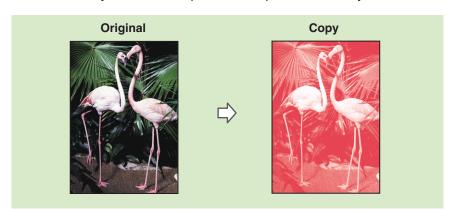
This mode enables you to make copies by preventing the original image on the reverse side of thin originals from appearing on the copies.

Single Color

This mode enables you to make copies in one specific color only.

Original   **Copy**

Combination of Functions Chart

This chart shows the available combinations of settings when you want to set more than one function at a time.

Legend:
- ☐ Combination Available
- ☒ Combination Unavailable
- ▲ Priority to Latest Set Mode
- ● Priority to Image Combination, and Booklet Modes (Ratio can be changed)

Columns = **Function Already Set**; Rows = **Function to Be Set**

Function to Be Set	Preset Zoom	Zoom by Percentage	XY Zoom	Auto XY Zoom	Auto Zoom	Zoom Program	Entire Image	Multi-Page Enlargement	Automatic Color Selection	Full Color	Black	Copy Exposure (Automatic)	Printed Image	Photo	Text	Text/Photo/Map	Automatic Paper Selection	Stack Bypass	Collate	Group	Rotate Collating	Rotate Group	Offset Collate	Offset Group	Staple	Saddle Stitch	Hole Punch	Interrupt Copy	Reserve Copy	1►2-Sided	2►2-Sided	2►1-Sided	Book►2-Sided
Preset Zoom		▲	▲	▲	▲	▲		▲																									
Zoom by Percentage	▲		▲	▲	▲	▲		▲																									
XY Zoom	▲	▲		▲	▲	▲		▲																									
Auto XY Zoom	▲	▲	▲		▲	▲		▲									×																
Auto Zoom	▲	▲	▲	▲		▲		▲									×																
Zoom Program	▲	▲	▲	▲	▲			▲																									
Entire Image								×																									
Multi-Page Enlargement	▲	▲	▲	▲	▲	▲	×		×			×					*3	×	×	×	×	×	×	×	×	×				×	×	×	×
Automatic Color Selection								×		▲	▲																						
Full Color									▲		▲																						
Black									▲	▲																							
Copy Exposure (Automatic)								×																									
Printed Image														▲	▲	▲																	
Photo													▲		▲	▲																	
Text													▲	▲		▲																	
Text/Photo/Map													▲	▲	▲																		
Automatic Paper Selection			×	×														▲			×	×				×							
Stack Bypass						*3											▲		*2	*2	*1	*1	*3	*3	*3	*2				*3	*3		*3
Collate									×									*2		▲	▲	▲	▲	▲	▲	▲							
Group									×									*2	▲		▲	▲	▲	▲	▲	▲							
Rotate Collating									×								×	*1	▲	▲		▲	▲	▲	▲	▲	×						
Rotate Group									×								×	*1	▲	▲	▲		▲	▲	▲	▲	×						
Offset Collate									×									*3	▲	▲	▲	▲		▲	▲	▲							
Offset Group									×									*3	▲	▲	▲	▲	▲		▲	▲							
Staple									×									*3	▲	▲	▲	▲	▲	▲		▲							
Saddle Stitch									×								×	*3	▲	▲	▲	▲	▲	▲	▲		×					×	×
Hole Punch									×									*2			×	×				×							
Interrupt Copy																																	
Reserve Copy																																	
1►2-Sided									×									*3													▲	▲	▲
2►2-Sided									×									*3												▲		▲	▲
2►1-Sided									×																	×				▲	▲		▲
Book►2-Sided									×									*3								×				▲	▲	▲	

*1 You cannot combine these modes if you select a paper type and size other than plain, recycled, color, and heavy types of LTR, LTRR, STMT, and STMTR.

*2 You cannot combine these modes when envelope is selected.

*3 You cannot combine these modes when a nonstandard paper size or envelope is selected.

Appendix

10

Legend:
- ☐ Combination Available
- ✕ Combination Unavailable
- ▲ Priority to Latest Set Mode
- ● Priority to Image Combination, and Booklet Modes (Ratio can be changed)

Function Already Set (columns) / **Function to Be Set** (rows)

Function to Be Set	Preset Zoom	Zoom by Percentage	XY Zoom	Auto XY Zoom	Auto Zoom	Zoom Program	Entire Image	Multi-Page Enlargement	Automatic Color Selection	Full Color	Black	Copy Exposure (Automatic)	Printed Image	Photo	Text	Text/Photo/Map	Automatic Paper Selection	Stack Bypass	Collate	Group	Rotate Collating	Rotate Group	Offset Collate	Offset Group	Staple	Saddle Stitch	Hole Punch	Interrupt Copy	Reserve Copy	1▲2-Sided	2▲2-Sided	2▲1-Sided	Book▲2-Sided
Two-Page Separation								×										*3								×				×	×	×	×
Image Combination	●	●	●	●		●	×	×									×	*3								×				×	×	×	×
Original Frame Erase							×	×																									
Book Frame Erase							×	×																									
Binding Erase							×	×																									×
Margin								×																									
Shift (Using the Arrow Keys)								×									*8																
Shift (Using the Numeric Keys)								×									*8																
Front Cover								×									*8	*4	×	×	×		×		×								×
Back Cover								×									*8	*4	×	×	×		×		×								×
Sheet Insertion (Printed/Leave Blank)								×									*8	*4	×	×	×		×		×								×
Chapter Page								×									*8	*4	×	×	×		×		×								×
Transparency Interleaving								×										*3	×	×	×	×	×	×	×	×	×			×	×	×	×
Booklet	●	●	●	●		●	×	×									×	*3	×	×	×	×	×	×	×	×	×			×	×	×	×
Booklet : Saddle Stitch	●	●	●	●		●	×	×									×	*3	×	×	×	×	×	×	×	×	×			×	×	×	×
Booklet : Add Cover (Printed/Leave Blank)	●	●	●	●		●	×	×									×	×	×	×	×	×	×	×	×	×	×			×	×	×	×
Sample Set								×													×		×		×			*6	*7				×
Different Size Originals								×																									×
Job Build								×																									
Sharpness																																	
Nega/Posi																																	
Image Repeat			*9	*9			×	×									*9																×
Mirror Image							×	×																		×	×						
Blanking								×																									×
Framing								×																									×
Single Color									▲	▲	▲																						
Color Balance																																	
One Touch Color									*10	*10	*10																						
Remove Background												*5																					
Prevent Bleeding												*5																					

*3 You cannot combine these modes when a nonstandard paper size or envelope is selected.

*4 You cannot combine these modes when envelope is selected.

*5 You cannot combine these modes when you make fine adjustments to the density.

*6 You can set the Sample Set mode as the Interrupt mode.

*7 You can set the Sample Set mode as the reserve copy mode.

*8 You cannot combine these modes when the Different Size Originals mode is set.

*9 You can set these modes in combination with the Image Repeat (manual setting).

*10 If the Retro Photo Image mode is selected, these functions can be set if it is specified last (Priority to Latest Set Mode).

Legend:

- □ Combination Available
- × Combination Unavailable
- ▲ Priority to Latest Set Mode
- ● Priority to Image Combination, and Booklet Modes (Ratio can be changed)

Function Already Set (columns) / **Function to Be to Set** (rows)

Function to Be to Set	Two-Page Separation	Image Combination	Original Frame Erase	Book Frame Erase	Binding Erase	Margin	Shift (Using the Arrow Keys)	Shift (Using the Numeric Keys)	Front Cover	Back Cover	Sheet Insertion (Printed/Leave Blank)	Chapter Page	Transparency Interleaving	Booklet	Booklet : Saddle Stitch	Booklet : Add Cover (Printed/Leave Blank)	Sample Set	Different Size Originals	Job Build	Sharpness	Nega/Posi	Image Repeat	Mirror Image	Blanking	Framing	Single Color	Color Balance	One Touch Color	Remove Background	Prevent Bleeding
Preset Zoom		●												●	●	●														
Zoom by Percentage		●												●	●	●														
XY Zoom		●												●	●	●														
Auto XY Zoom		●												●	●	●						*9								
Auto Zoom																						*9								
Zoom Program		●												●	●	●														
Entire Image		×	×	×	×									×	×								×	×						
Multi-Page Enlargement	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×			×	×	×	×					
Automatic Color Selection																										▲	*10			
Full Color																										▲	*10			
Black																										▲	*10			
Copy Exposure (Automatic)																													*5	*5
Printed Image																														
Photo																														
Text																														
Text/Photo/Map																														
Automatic Paper Selection		▲							*8	*8	*8	*8	*8	×	×	×						*9								
Stack Bypass	*3	*3							*4	*4	*4	*4	*4	*3	*3	×														
Collate														×	×	×	×													
Group									×	×	×	×	×	×	×	×	×	×	×											
Rotate Collating									×	×	×	×	×	×	×	×	×													
Rotate Group									×	×	×	×	×	×	×	×	×	×												
Offset Collate														×	×	×	×													
Offset Group									×	×	×	×	×	×	×	×	×	×												
Staple														×	×	×	×						×							
Saddle Stitch	×	×							×	×	×	×	×	×	×								×							
Hole Punch														×	×	×	×													
Interrupt Copy																	*11													
Reserve Copy																	*12													
1▶2-Sided	×	×												×	×	×	×													
2▶2-Sided	×	×												×	×	×	×													
2▶1-Sided	×	×												×	×	×	×													
Book▶2-Sided	×	×			×						×	×	×	×	×	×		×				×		×	×					

*3 You cannot combine these modes when a nonstandard paper size or envelope is selected.

*4 You cannot combine these modes when envelope is selected.

*5 You cannot combine these modes when you make fine adjustments to the density.

*8 You cannot combine these modes when the Different Size Originals mode is set.

*9 You can set these modes in combination with the Image Repeat (manual setting).

*10 If the Retro Photo Image mode is selected, these functions can be set if it is specified last (Priority to Latest Set Mode).

*11 You cannot make an Interrupt copy while copying with the Sample Set mode, or while changing the settings after the Sample Set has been made.

*12 You cannot reserve a copy job while copying with the Sample Set mode, or while changing the settings after the Sample Set has been made.

Combination of Functions Chart

Legend:
- ☐ Combination Available
- ✕ Combination Unavailable
- ▲ Priority to Latest Set Mode
- ● Priority to Image Combination, and Booklet Modes (Ratio can be changed)

Column headers (Function Already Set), left to right:
1. Two-Page Separation
2. Image Combination
3. Original Frame Erase
4. Book Frame Erase
5. Binding Erase
6. Margin
7. Shift (Using the Arrow Keys)
8. Shift (Using the Numeric Keys)
9. Front Cover
10. Back Cover
11. Sheet Insertion (Printed/Leave Blank)
12. Chapter Page
13. Transparency Interleaving
14. Booklet
15. Booklet : Saddle Stitch
16. Booklet : Add Cover (Printed/Leave Blank)
17. Sample Set
18. Different Size Originals
19. Job Build
20. Sharpness
21. Nega/Posi
22. Image Repeat
23. Mirror Image
24. Blanking
25. Framing
26. Single Color
27. Color Balance
28. One Touch Color
29. Remove Background
30. Prevent Bleeding

Function to Be Set	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Two-Page Separation		✕			✕				✕	✕	✕	✕	✕	✕	✕	✕		✕				✕		✕	✕					
Image Combination	✕		✕	✕					✕	✕	✕	✕	✕	▲	▲	▲		✕				✕	✕	✕	✕					
Original Frame Erase		✕		▲	▲									✕	✕	✕						✕	✕	✕						
Book Frame Erase		✕	▲		▲									✕	✕	✕						✕	✕		✕					
Binding Erase	✕		▲	▲										✕	✕	✕						✕	✕		✕					
Margin														✕	✕	✕						✕	✕							
Shift (Using the Arrow Keys)								▲														✕	✕							
Shift (Using the Numeric Keys)		✕					▲							✕	✕	✕						✕	✕							
Front Cover	✕	✕											✕	✕	✕	✕						✕	✕							
Back Cover	✕	✕											✕	✕	✕	✕						✕	✕							
Sheet Insertion (Printed/Leave Blank)	✕	✕										▲	✕	✕	✕	✕						✕	✕							
Chapter Page	✕	✕									▲		✕	✕	✕	✕						✕	✕							
Transparency Interleaving	✕	✕							✕	✕	✕	✕		✕	✕	✕	▲					✕	✕	✕	✕					
Booklet	✕	▲	✕	✕	✕	✕			✕	✕	✕	✕	✕				✕					✕	✕	✕	✕					
Booklet : Saddle Stitch	✕	▲	✕	✕	✕	✕			✕	✕	✕	✕	✕				✕					✕	✕	✕	✕					
Booklet : Add Cover (Printed/Leave Blank)	✕	▲	✕	✕	✕	✕			✕	✕	✕	✕	✕				✕					✕	✕	✕	✕					
Sample Set														✕																
Different Size Originals	✕	✕											✕	✕	✕							✕								
Job Build																														
Sharpness																														
Nega/Posi																														
Image Repeat	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕		✕						✕	✕					
Mirror Image		✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕		✕						✕						
Blanking	✕	✕									✕	✕	✕	✕								✕			▲					
Framing	✕	✕	✕	✕	✕						✕	✕	✕	✕									▲							
Single Color																												*13		
Color Balance																												*14		
One Touch Color																										*13	*14			
Remove Background																														▲
Prevent Bleeding																													▲	

*13 You cannot combine these modes when the Retro Photo Image mode is set.

*14 If you set Lighten Image or Darken Image in the One Touch Color mode, these functions can be set if it is specified last (Priority to Latest Set Mode).

Index

Numerics

A

B

C

Appendix

10

Appendix

10

Appendix

10

Appendix

10

Appendix

10

The contents of this guide are
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